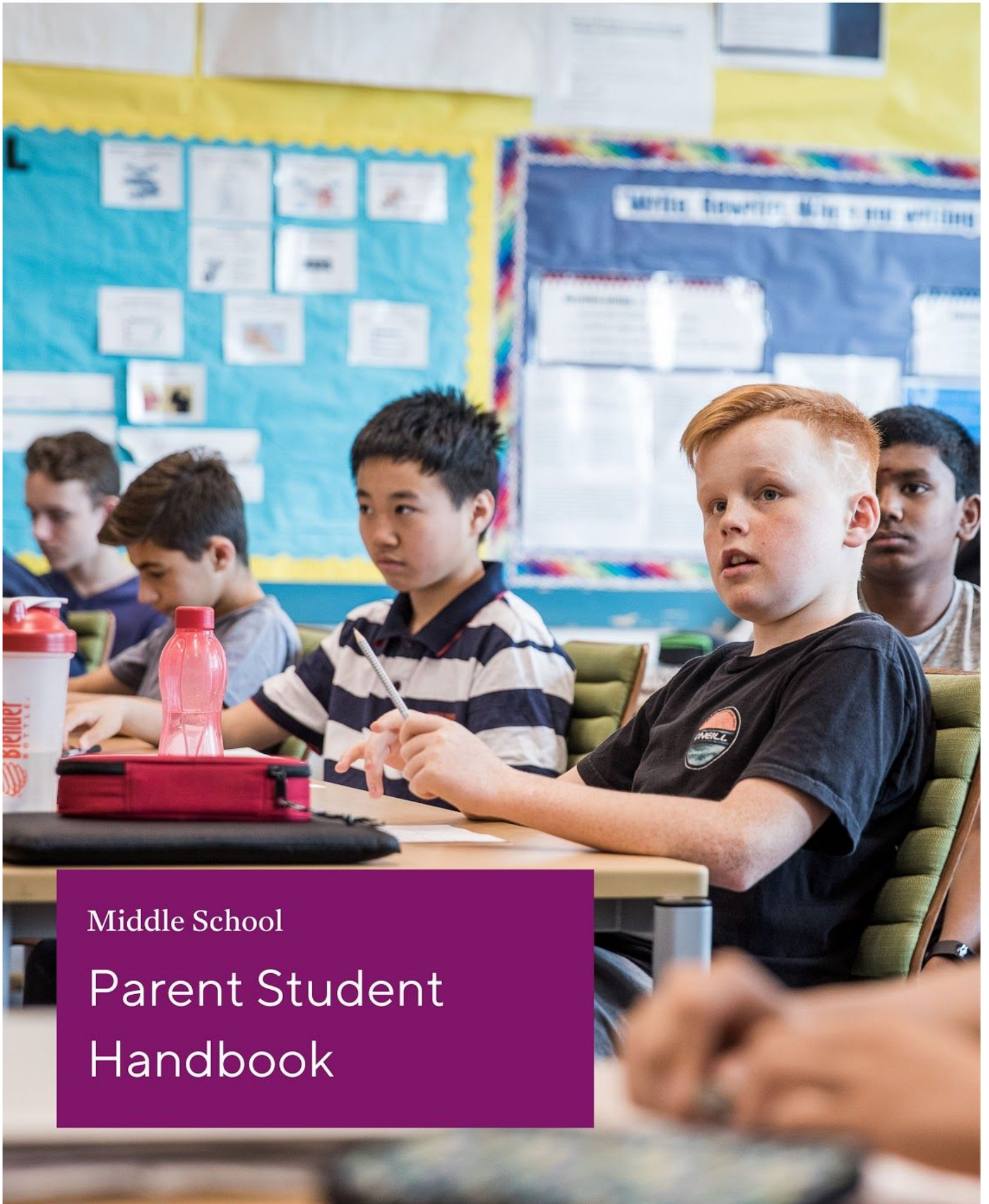




**AISB**  
AMERICAN INTERNATIONAL  
SCHOOL OF BUDAPEST

“Your bridge  
to the world.”



Middle School

# Parent Student Handbook

## **MISSION**

The American International School of Budapest prepares its students to be responsible global citizens and inspires in each a passion for knowledge and lifelong learning. We are a nurturing and diverse community that instills respect for self and others, develops the whole child, and strives for academic excellence.

## **VISION**

AISB will be a leader among the international schools of Europe, recognized for its outstanding students, dedicated faculty, excellent facilities, and rich and challenging programs for students and the community.

## **VALUES**

- We are an inclusive and involved community of students, teachers and parents.
- We appreciate each member of our community as an individual with unique talents and abilities.
- We embrace the American philosophy of education and its approach to teaching that emphasizes critical thinking skills, creativity and inquiry-based learning.
- We deliver an internationally focused curriculum that encourages open-mindedness, tolerance and cross-cultural understanding.
- We respect our host country's culture, traditions and environment.
- We require personal integrity and ethical behavior.
- We advocate social responsibility and community service.
- We promote an open and caring dialogue in which each voice is heard.

## **Academic Excellence at AISB**

Academic excellence is the maximum development of one's individual capacity and skills, and is demonstrated by:

- Taking initiative and ownership to broaden one's learning, by taking risks and setting individual challenges to achieve personal growth.
- Applying creativity, knowledge, skills, and teamwork to authentic situations, and local and global problems.
- Reflecting critically on one's work in order to learn from experience and improve future performance.
- Approaching academic pursuits with pride, passion, and integrity.
- Meeting the stated standards and benchmarks as set forth in the AISB curriculum.

Academic excellence is achieved through the collaborative efforts of the entire school community: students, faculty, parents, and governing board.

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## TABLE OF CONTENTS

<b>MISSION, VISION, VALUES</b>	<b>1</b>
<b>AISB MIDDLE SCHOOL CONTACT INFORMATION</b>	<b>2</b>
<b>WELCOME</b>	<b>6</b>
<b>MIDDLE SCHOOL LIFE</b>	<b>7</b>
Middle School Schedule	7
Student Life at AISB	7
Community Service and Service Learning Programs	7
Grade Level Service Projects	8
Community Service	8
After-School Sports and Activities	9
Middle School Activities	9
Middle School Athletics	11
AISB MS School Academic Eligibility Plan	11
Attendance, Commitment, and Behavior	12
Medical Information Form and Sports Physical Requirements	12
Hosting and Child Protection	13
Co-curricular Regulations and Expectations	13
Additional Guidelines for AISB Students who Travel	14
Guidelines for sharing information during a CEESA Event	15
Middle School Co-Curricular Celebrations	15
Recreation Events and Socials	16
Fall Trips	16
<b>ACADEMIC POLICIES AND INFORMATION</b>	<b>16</b>
Standards-Based Curriculum	16
Standards-Based Grading and Reporting	16
Assessment and Grading at AISB	17
Student Progress	18
Learning Outside of School	18
Continued Learning After an Absence	19
AISB Learning Identities	19
Celebrating Student Learning	19
Middle School Completion Ceremony	19
President's Award for Educational Excellence	20
President's Award for Educational Achievement	20
Late Entry to World Language	20
Clothes for Physical Education	20
Physical Education Lockers	21
Back-to-School Night	21
Scheduled Student-Parent-Teacher Conferences	21

<b>SOCIAL RESPONSIBILITY AND STUDENT EXPECTATIONS</b>	<b>21</b>
Social Responsibility	21
Student Expectations	22
Suspension or Expulsion	22
AISB Disciplinary Procedures	22
Drug and Alcohol Infractions and Consequences	23
Academic Honesty / Dishonesty	24
Guidelines for Appropriate Student Dress	24
Bullying and Harassment	24
Reporting Process and Consequences	25
Technology in the Middle School	25
School Attendance	26
Late Arrivals/Early Dismissals	26
Planned Absences	26
Medical Leave of Absence	27
Absences and Activities	27
Withdrawal From School	27
End-of-Year Clearance Forms	27
Personal Property	27
Visitors	28
Lunch	28
Campus Boundaries	29
Staying After School	29
Emergency Drill Procedures	29
<b>STUDENT SUPPORT</b>	<b>29</b>
Middle School Advisory Program at AISB	29
Grade Level Student Support Teams (SST)	30
Counseling	30
School Nurse and Student Health	30
Student Health and Safety	31
<b>HOME AND SCHOOL COMMUNICATION</b>	<b>31</b>
Communication from the School Website and Veracross Portals	31
Emergency SMS Messages	31
Emails	31
Student Card Information	32
Communicating with the School	32
Student Addresses and Phone Numbers	33
Phone Calls	33
Student Privacy	33
<b>MIDDLE SCHOOL FACULTY 2020-21</b>	<b>34</b>
<b>PARENT SCHOOL ASSOCIATION (PSA)</b>	<b>36</b>
<b>SCHOOL BOARD POLICIES AND HUNGARIAN LAWS</b>	<b>36</b>

Hungarian Law on Drugs, Tobacco and Alcohol	36
5.2.4 Tobacco, alcohol and illicit drugs free environment	36
Institutional vocabulary	37
5.3.5 Academic Probation	37
5.3.6 Student Suspension	37
5.3.7 Expulsion	37
5.3.8 Searches and questioning on school premises and at school sponsored trips	38
<b>COMMON ACRONYMS AT AISB</b>	<b>38</b>
<b>MIDDLE SCHOOL BELL SCHEDULE</b>	<b>39</b>
<b>AISB SCHOOL CALENDAR 2020-21</b>	<b>40</b>
<b>Appendix A: Responsible User Agreement</b>	<b>41</b>
<b>Appendix B: Hosting / Child Protection Agreement</b>	<b>42</b>

## WELCOME

Dear Middle School Students and Parents,

On behalf of the faculty and staff, I warmly welcome you to the AISB Middle School community for the 2020-21 school year. We look forward to establishing a positive, open partnership with our students and parents alike. Our goals as a community are to meet the needs of each of our students and work together to ensure their academic, social, and emotional success. Our Middle School staff aims to provide a balanced educational experience with a variety of excellent academic and co-curricular learning opportunities.

The AISB Nagykovácsi campus is purpose built to support our academic, athletic and activity programs. You will find a strong and dedicated middle school teaching staff who aim to help students strive for excellence both in and out of the classroom. In addition to their classroom teaching responsibilities, teachers serve as advisors, club sponsors, trip chaperones, coaches, mentors, activity supervisors, and in many other roles that help students enjoy rewarding and meaningful experiences at AISB.

We believe that students being and becoming socially responsible is the foundation for success in Middle School, and in life! We view social responsibility as including three key elements: respecting self, respecting others and respecting the environment. Our expectation for the entire AISB community is that these pillars of social responsibility be universally embraced, supported and demonstrated to make AISB a model of globally responsible citizens.

Please take time to review the Middle School Handbook as a family. Teachers will also review the handbook with our students. Working together, I believe that we can all look forward to a productive and rewarding year. Parents and students, thank you, in advance, for working in partnership with the Middle School faculty and staff.

Warm regards,  
Andrew Ball  
Middle School Principal

### **Middle School Schedule**

The student day begins at 8:30 and the afternoon dismissal is at 3:30. Our students follow a block schedule in the Middle School. The daily schedule is included at the end of this handbook.

Once a month, Middle School students gather in the theater for an Assembly. Student leaders conduct the assembly, and announcements are made regarding upcoming events. Special performances, recognitions, and celebrations of accomplishments are acknowledged and shared at assemblies. Other than the monthly assembly, there is a daily advisory period where a small group of students meet with their academic, social and emotional mentor. During this time the advisory teacher leads discussions and activities designed to promote open dialogue, self discovery, growth and development, personal organization, time management and problem solving skills.

### **Student Life at AISB**

Middle School Student Life offers students at the American International School of Budapest a wide variety of activities throughout the school year. These activities are designed to provide students with the opportunity to grow, learn, have fun and participate in the life of the Middle School Community. Student Life incorporates programs that are designed to enhance a student's experience at AISB. The following programs make up the bulk of MS Student Life: The Community Service and Service Learning Programs, the After-School Activities Program, the Lunchtime Intramural Program, Middle School Student Council and the Tech Help crew. The Student Life Program is administered by the Middle School Student Life Coordinator and also covers other facets of the student experience such as assemblies, recreation events and socials. Here at AISB, we believe that Student Life is an essential part of a child's experience at our school. We strive to provide each student in our Middle School with a variety of opportunities to encourage him/her to take risks, get involved and feel successful.

The goals of the Student Life Program include:

1. Providing opportunities for each Middle School student to enhance their school experience through taking part in activities that will stimulate his/her growth and development as healthy and well rounded individuals
2. Providing opportunities for each Middle School student to learn new skills that complement and enhance his/her classroom learning
3. Developing in each student the ability to take a risk, make a choice and follow through on that choice
4. Enhancing a student's sense of self-worth and self esteem
5. Providing a well balanced program that appeals to a maximum number of students and provides each student with a multitude of choices.

### **Community Service and Service Learning Programs**

Community Service and Service Learning are valued traditions at our school and are implemented by our MS Student Life Coordinator. Service Learning is embedded within our academic program, whereas Community Service takes place outside of the curriculum. We believe that both programs provide students an opportunity to learn about their community and about some important social/environmental issues which affect our world. These programs contribute to the goal of influencing Middle School students to become socially aware and responsible global citizens. They provide students with opportunities to:

- become involved in the local community
- learn about global, regional and local issues of concern and take positive action related to them



- understand the value of community service & service learning and of giving up personal time for others
- make service a lifelong endeavor.

Every student participates in their grade level Service Learning project and can sign up for additional after-school community action events during the year. Students often develop a special connection with the organization and often return several times throughout their Middle School years to participate. Community Service opportunities usually take place on Saturday mornings at regular intervals throughout the year, and Service Learning events happen during the school day.

Information about the service programs is communicated to students at assemblies and in advisory. The Middle School Student Life Coordinator works with other Middle School teachers and staff to organize and implement the service program.

### **Grade Level Service Projects**

As our service projects involve partnerships with external organizations, they are under annual review and may be subject to change. In the past our projects have included:

- Finding Joy in our Community - Empathy (Grade 6)
- Responsible Citizenship - Sustainability (Grade 7)
- Budapest School for Partially Sighted Children (Grade 8)

#### Grade 6

Finding Joy in our Community - We are all a part of different communities, through our families and cultures. One community that brings us all together is AISB. To get to know the people in our community better, grade 6 students are creating portraits of its members through the lens of what brings them joy. By sharing this with the rest of the community, we hope this snapshot brings everyone closer together.

#### Grade 7

Responsible Citizenship - Practicing Sustainability: Service learning in Grade 7 turns inward, as students and advisors take inventory on their own personal beliefs and habits in relation to garbage. After investigating the carbon cycle, students will relate their individual use and disposal of carbon-based items in their lives. This project focuses on the expertise of environmental scientists, sustainability entrepreneurs, research and experimentation, and visits to waste management facilities. Students will analyze appropriate methods of waste disposal, as well as how to put these methods into daily practice. The project culminates in the latter part of the year as students report on their findings, and offer suggestions to the school community about living each day with sustainability in mind.

#### Grade 8

Gyengénlátók School Project: the project starts with a visit to the Gyengénlátók School to learn about students who are 90 to 99% visually impaired. Prior to and following the visit, students will learn about individuals with visual impairment. Grade 8 students then design, run and host a whole-day event for the Gyengénlátók students at AISB, taking into consideration what they have learned about while visiting their school.

### **Community Service**

Community Service opportunities are also offered to all Middle School students. Some of these include:

- Elek-Agh Dog Shelter Project
- Csodalámpa / Make a Wish Foundation in Hungary
- Middle School Blazer Barkers
- Middle School Magyar Service Club
- Kids Helping Kids

Elek-Agh Dog Shelter: Provides love and care to well over 100 abandoned dogs. Middle School students go to the shelter four to eight times a year to help clean up and play with

the dogs.

Walk the Wish (Csodalámpa): Students learn about the Hungarian Make a Wish Foundation, organize a Walkathon to raise funds and select wishes to fulfill. A special wish fulfilling assembly is organized and is one of the most powerful and emotional events on our school calendar.

The Blazer Barkers are a support group for the shelter. They organize activities to inform and fundraise throughout the year.

The Middle School Magyar Service Club meets every week to plan and organize events for Hungarian children living in state sponsored homes. The Service Club also works with various International Projects and Organizations and with students who are members of the High School Magyar Service Club.

Kids Helping Kids is a support group that plans activities throughout the year for visiting groups of children from the Bolyai Children's Home.

### **After-School Sports and Activities**

CEESA stands for the Central & Eastern European Schools Association. DVAC stands for the Danube Valley Activities Association. SCIS is the Sports Council of International Schools. Our school participates in sports and activities with other schools in these regional organizations.

#### Mission Statement for CEESA Sports and Activities

The sports and activities of CEESA facilitate the development of each student through academic, athletic, and artistic/cultural endeavors. CEESA seeks to create, promote, and foster cooperation among its member schools by providing a forum for communication and discussion, and by promoting student activities. At every activity or competition, CEESA Sports and Activities attempt to maximize the cultural, social and intercultural opportunities associated with the host venue.

#### Goals for CEESA Sports and Activities

CEESA, as an extension of its member schools and through the activities it sponsors, has the following goals:

- to encourage intercultural cooperation
- to develop a sense of fair play
- to understand principles of group participation and individual responsibility
- to develop a sense of self control and discipline
- to understand the importance of participation to the best of one's abilities
- to broaden horizons through travel
- to encourage socialization
- to encourage student and program exchanges between CEESA schools.

Additionally, CEESA believes that special attention should be given to the needs of our middle school students and their activities.

CEESA believes that a Middle School Sports and Activity program should reflect Middle School educational philosophy, and that students should have the opportunity to learn, participate, and develop skills in games and activities outside the school day. CEESA Sports and Activities support this philosophy by scheduling middle school tournaments in its named sports and activities, for travelling, representative teams from member schools. It is expected that every member of the travelling team should actively participate during the tournament/event. CEESA sports and activities promote the development of physical skills, cooperation, teamwork, fair play, etc., in tournament play.

### **Middle School Activities**

The Middle School activities program offers a variety of clubs and other opportunities. Some

of these programs offer opportunities for student travel and collaboration or competition with other schools. Students receive information about clubs and activities before the sign-up period. Examples of club offerings are listed below.

Students may try out for one or several different activities, provided that they commit to attending and participating in that activity. Furthermore, students are expected to follow all normal behavioral expectations while participating in an activity, competition or travel opportunity. Students who miss more than two (2) sessions within the trimester for unexcused absences may be removed from the activity by the activity sponsor or Activities Coordinator. Students who are dismissed from an activity may have their cases reviewed by the Middle School Principal.

#### MS CEESA Math Counts

MATHCOUNTS® is a math enrichment program and competition that promotes middle school mathematics achievement through grassroots involvement in every U.S. state and territory as well as in overseas schools. With over 24 years experience, MATHCOUNTS is one of the most successful education partnerships involving volunteers, educators, industry sponsors, and students.

After several months of coaching, participating schools select students to compete individually or as part of a team in one of the more than 500 written and oral competitions held nationwide in North America and in U.S. schools overseas. At all levels, MATHCOUNTS challenges students' math skills, develops their self-confidence and rewards them for their achievements.

#### MS CEESA Knowledge Bowl

Knowledge Bowl is a fast-paced academic competition. Teams of up to three students try to answer as many questions as possible in a written round and successive oral rounds. Knowledge Bowl is a team activity! There is no recognition given for individual achievement. Knowledge Bowl questions cover several academic areas such as math, history, geography, literature, general knowledge and science.

#### MS CEESA Speech & Debate

Middle School Speech & Debate takes place during the Fall Trimester of activities. The Speech & Debate Club helps students hone their public speaking and debating skills as well as their all around oratory skills. The activity has several categories such as original oratory, duet acting, debate, impromptu and oral interpretation.

#### MS CEESA Band

Band is an elective class offered in the MS. Selected students from MS Band may participate in this annual festival. The festival gives students a chance to play in a band with at least 65 other international MS students. Eight to twelve students will be selected to attend the festival. Students receive their music in early January and meet on their own to practice playing their parts. The Band Festival is designed to be a musical and cultural experience in which students play music on Friday and Saturday before discovering the cultural uniqueness of their host city on Sunday.

#### MS CEESA Robotics

The CEESA Robotics Activity starts in the Fall Session and ends with the Annual CEESA Robotics Challenge in early December. CEESA Schools work with the Lego MindStorm Organization and receive all of the necessary materials to build their robots, program their missions and train on the provided course map. The objective of the activity is for students to code and program a robot to perform a series of tasks over a predetermined period of time and on a course map designed by Lego MindStorm.

#### MS CEESA JUNIOR MUN (Model United Nations)

The CEESA MUN Club engages in an authentic simulation of the United Nations by learning

about the UN system, the skills of debate, compromise, conflict resolution and negotiation. MUN team members have fun learning about the workings of world diplomacy through the lens of current events. Future leaders and those who love to talk, debate and meet new people from all over the world should join.

### Other Activities (Non-CEESA)

These activities are generally offered by AISB Staff and are designed to teach specific skills to students in a non-classroom environment. The activities can change from year to year. They rarely involve any traveling and normally take place on the AISB Campus after school.

#### FALL

Drama  
Set Design

#### WINTER

Floorball  
Minecraft Club  
Young Makers Club  
Dungeons and  
Dragons  
DigitalPhotography  
Rock Band

#### SPRING

Cooking Club  
Drone Club  
Tech Design  
American Football  
Basketball Skills  
Dungeons and  
Dragons  
ISTA

#### YEAR LONG

Tech Crew  
Blazer Barkers  
Magyar Service Club

\*These clubs are offered by AISB approved instructors who are not members of our faculty but bring a specific type of expertise.

### MS STUCO (Student Council)

This is a group of committed student volunteers who dedicate themselves for the entire school year in roles such as:

- Student Advocates - STUCO representatives provide the student body with opportunities to communicate their needs, wants, and new ideas.
- Project Facilitators - Based on feedback from the student body, STUCO representatives then work with appropriate individuals to accomplish goals that serve to enhance the MS climate.
- Community Spirit - STUCO strives to bring MS students and faculty together by hosting events and sharing information about our diverse population.

The MS Student Council meets once a week during lunch, although some initiatives may require additional time, attention and communication. Members of our Middle School Student Council emulate leadership, commitment, dedication, and service to our community.

### **Middle School Athletics**

The athletic program at AISB offers numerous opportunities for our students to experience an array of sports. As members of CEESA, DVAC, and SCIS, there are tournaments for each sport, and athletes who are selected as part of the traveling team have the opportunity to travel to local and international tournaments to compete against other schools. All students are welcome to participate in a sport that they would like.

Students are expected to be consistent in their attendance and participation throughout the entire season of the sport they have chosen to be part of. The sports offered include soccer, tennis, and cross-country running in the fall. In winter we offer basketball and swimming, and in the spring the offers include track and field, golf, and softball: All sports are for both boys and girls.

### **AISB MS School Academic Eligibility Plan**

During the year, student academic performance will be monitored using Veracross in order to determine eligibility prior to co-curricular trips for sports and/or clubs. The purpose is to ensure all students are meeting basic academic expectations before representing our

school at events.

At the discretion of the Principal and SST (Grade Level Student Support Team), students who do not meet minimum requirements for academic eligibility may be restricted from traveling with a club/team if the student does not make sufficient improvements prior to the trip.

In order to help students make the necessary improvements, we have developed a plan and process to work with the student, parents and coach to make a positive change in the academic status of your child. Steps include:

- Complete a written plan/agreement with student and parent signatures.
- Meet with the teacher(s) of concerned classes; meet with the coach to get the plan approved.
- Follow through on the plan within a week's time and show improvement in the concerned class(es).
- Throughout this process the student is able to attend practices but only participate in local games/matches.

### **Attendance, Commitment, and Behavior**

Students may try out for several sport activities at the beginning of each season, but then must choose one sport. This policy seeks to avoid conflicts in practice times and matches and enhances the quality of commitment to each sport we offer.

Once chosen to represent AISB in a program or as a member of a team that entails travel, we assume and expect the student to participate fully in all games, tournaments, competitions, festivals, workshops, and conferences.

A student dismissed from a team for disciplinary reasons may not participate on another team that season. A student must be in attendance at school in order to participate in a game or a practice on the same day. Any exception must receive the written approval of the Middle School Principal.

AISB team uniforms and warm ups are not to be worn except when representing AISB at a sanctioned match or event.

### **Medical Information Form and Sports Physical Requirements**

Upon admission and at least every three (3) years thereafter, students will be required to submit a Mantoux test and the results of a physical examination by a licensed physician.

Students participating in the interscholastic sports program will be encouraged to undergo an annual physical examination by a licensed physician prior to the first sports season in which they participate in that Academic Year.

An annual parent permission form called the "Annual Student Medical Declaration Form" is required for sport and physical education participation.

### **Hosting**

Parents of Middle and High School Students support our student extra-curricular activities and athletics programs by both attending their child's competitions / performances and providing housing for students on visiting teams during tournaments and events held at AISB. Housing visiting athletes or scholars is a vital aspect of support that is echoed throughout the region, as our neighbors open their doors to our students when they travel to their sites. Plan on being asked to open up your home to a couple of visiting athletes or scholars.

Our relationships with other international schools have developed over many years. This ongoing exchange of ideas, participation in each school's co-curricular programs, and

development of shared events and workshops are a great asset to AISB and its families. In order to make these opportunities possible, tournaments, workshops, and festivals may require that the host school provides housing for between 30 and 180 students at any one time for up to seven events in a single school year. Hosting student guests is an enriching and rewarding experience for everyone, especially for our students.

Please note that housing is a compulsory and integral part of participation in our after-school activities and sports program. Every student involved in our MS or HS extracurricular activities and athletics program is expected to house two students up to two times during the school year.

Every effort will be made to match the visiting students with host families whose children participate in the same event. However, it is not always possible to achieve this optimum match. Families may be asked to host for activities in which their children are not participating. We ask for your understanding and patience if this occurs. Perhaps a family will host your child under the same circumstances in another city. We will try our best to accommodate your choices, nevertheless, we appreciate any flexibility on your part.

When you are with a group of AISB students and their guests, make sure personal wishes and guidelines are not being overruled or violated. If your student guest does not want to participate, you should stay with her or him and find another way to spend the evening.

All visiting students must comply with the AISB Co-Curricular Regulations and Expectations as outlined in the following section. Do not allow them to convince you to the contrary. Neither host families nor students may negotiate changes in regulations for students with respect to curfew, housing arrangements, the use of tobacco, alcohol, drugs, or any other rules or provisions set forth by the host school.

For the duration of the hosting event, AISB parents carry parental responsibility for their visiting student guests. It is important that we give them the same care, consideration, and supervision our children receive. Parents are expected to abide by the Hosting policy. Middle School students must be supervised at all times.

Please arrange suitable transport as necessary. Normally this is expected to be a private car to and from events. Please provide a bag lunch for the student(s) during the competition and for the return journey to their home city. Alternatively, you may give the student(s) money to purchase a meal.

### **Hosting and Child Protection**

Parents are expected to abide by the school's Hosting and Child Protection Policy. As a homestay parent, it is important you know your responsibilities with regard to child safeguarding. Please see Appendix B for AISB's Child Protection Agreement.

### **Co-curricular Regulations and Expectations**

In addition to all AISB school rules, the following regulations also apply to AISB traveling students and visiting team members. These regulations apply to the entire visit, including the journey to and from the site of the event. If you are hosting a visiting student who does not abide by these guidelines, please contact either the sponsor in charge of the event or the principal.

- Students and chaperones should understand that on every trip all participants must meet these guidelines. Individual sponsors may distribute additional guidelines and rules specific to their activity.
- When traveling, students serve as diplomats for the school and their country. We consider school-related travel to be a privilege, and for this reason we always reserve

the right to restrict students from traveling. Restrictions may be applied due to low academic standing, poor behavior or teacher recommendations.

- If the responsible official of the host school has made housing arrangements, they may not be changed.
- If housed, students must be in the home of the host parent by the curfew hour of 10:00 pm (unless otherwise specified by the tournament director).
- When housing students, the host family must always accompany Middle School students.
- Smoking or any other use of tobacco, the drinking of alcohol, and the use of non-prescription drugs are not permitted.
- At times, AISB may require that students no longer participate in a field trip due to discipline, injury or other circumstances. In this case, AISB will communicate with the parent to arrange transportation details. AISB chaperones may not be able to accompany your child and parents will need to be responsible for picking up their child or authorizing independent return travel.

The consequence of non-compliance with any of these rules may result in removal from the tournament, festival, conference, etc. This will be determined on an individual basis. In some cases, parents will be responsible for the cost of early transportation home due to extreme circumstances. These circumstances may include, but are not limited to, the student causing harm to others or breaking the law.

Any AISB student who commits an offense for which the normal consequence would be suspension or expulsion, may incur a travel ban if the offense took place while participating in or hosting a co-curricular activity. The travel ban may in place for the remainder of the season in which the offense took place, and the entire season following the offense. Students may be sent home at their parents' expense if their behavior justifies a travel ban.

### **Additional Guidelines for AISB Students who Travel**

In addition to the Co-Curricular Regulations and Expectations, which apply to both AISB and visiting students, each AISB student traveling with his/her team should also follow these guidelines:

- To promote school spirit and pride, there is a dress code for students traveling to and from school-related events. Coaches will make clear dress code expectations.
- Have an adequate amount of money; it might be needed for extra meals, public transportation, telephone calls, etc.
- Always pack a small gift for your hosts.
- It is an expectation to always wear seat belts when traveling on school trips.
- Make contact with your host as soon as possible after arrival at the host school. Be willing to take some initiative in this matter. Discuss after-game arrangements, meals, and transportation with your host. Be sensitive to your host's wishes and express your own; communication avoids misunderstanding. If you feel uncomfortable with what your host or host family wants you to do, please contact your coach or chaperone immediately.

We want parents to be aware that chaperones and/or coaches will not be with students all the time on trips. Their supervision extends to travel and the actual time surrounding the events. Much of the time the students are under the supervision of host families.

Some trips are planned well in advance, in which case parents will be given detailed information about their child's schedule, contact numbers for the hosting school, its officials and her/his own program leaders. Sometimes, however, this information will only be given to us upon arrival at the destination. We ask parents to stress to their child how important it is that she/he keeps this information. Students should also carry with them the number(s) at

which you can be reached during the trip should an emergency occur.

Students are expected to travel to and from the event with their team or group. Any exceptions to this rule for special circumstances must be requested in advance by contacting the Athletic Director, Activities Coordinator and/or the Middle School Principal. If a request is approved, a parent must accompany the student.

### **Guidelines for sharing information during a CEESA Event**

All schools that are CEESA members, regardless of their geographical location, are required by CEESA to abide by GDPR regulations. It is important that all personal information of our community members be secured both at rest and while in transit. AISB aims to ensure that the exchange of data necessary for the organisation of a tournament or event is GDPR compliant, necessary, and minimal. AISB's Data Protection Policy can be found at [www.aisb.hu](http://www.aisb.hu).

- Personal information about participants should be kept in a secure location at all times. This means hard-copy information should be locked when not attended. Digital versions must be shared directly with those who need it and no one else.
- Personal information transmitted electronically shall be secured.
- All such information should be deleted within one month of completion of the event.
- Hard copies should be destroyed within a week of the event when there is an electronic copy available.

### **ROSTERS**

The following general information is collected: Name, Grade, Gender, Nationality, Dietary requirements, Medical information, Shirt Size, Requested Housing Partner. Depending upon the event, there may be additional information required, such as instrument played etc.

### **HOMESTAYS**

Information should be shared on a need to know basis only to ensure the well-being, safety and personal data protection of participants. Parents consent to this collection and sharing of necessary data for the purpose of housing and tournament/event organization.

The following information is shared with visiting teams individually: Host family surname, host family email contact, host family phone number, allocated students.

The following information is shared with homestay families individually: only the names of students they are hosting, their grade/s and relevant dietary/medical information.

### **Livestream/Programs/Event Website and Photographs**

- Prior to each CEESA event, participants should be made aware that there will be coverage of the event on livestream and photos will be taken.
- Participants' personal information will not be shared publicly and students not identified personally.

### **Middle School Co-Curricular Celebrations**

An essential part of AISB Student Life programs is to celebrate student achievement, and provide coaches/sponsors time to reflect with participants in a meaningful way. The Middle School Co-Curricular Celebrations will take place three times a year at the end of each activity/sport season.

Every student who has participated in a sport or activity will be given a certificate and recognized by their coach or sponsor. The celebrations will be organized so teams, clubs,



groups, etc. that fall under the auspices of the AISB Student Life Program can have a specific time to celebrate their accomplishments, reflect on personal growth and recap their participation in the sport/activity. This will be a chance to showcase students for their ability to overcome obstacles and for taking initiative to broaden their experience at AISB.

A specific day will be designated at the end of a season for Coaches/Activity Sponsors to organize a team party or gathering. Examples of how the team can use this time to wrap up the season can include:

- pizza team meal in designated classrooms
- team reflection time led by sponsor/coach
- individual achievements and recognition time.

### **Recreation Events and Socials**

Recreation events and socials take place on Fridays throughout the school year for our Middle School students to attend. Parents are requested to be punctual at pick-up time. Students may not bring friends/family who are not members of our school community to Rec events and/or Socials.

### **Fall Trips**

Every September, AISB Middle School students participate in grade level trips, which are built into the tuition structure of the school. The purpose of the trips is to build a sense of community within an entire grade level and create friendships at each grade level. These trips are an important part of our academic program and include class assignments. Parents will receive student permission forms and details about the trips during the first weeks of the school year.

All students in grades six, seven and eight are expected to accompany their classmates and teachers on these trips. The trips have always been a special learning time for students and teachers and rank high in their favorite memories at the end of each year. Below are the destinations for each grade:

- Grade 6 – Sopron, Hungary
- Grade 7 – Lake Balaton, Hungary
- Grade 8 – Zell am See, Austria

In extraordinary circumstances when a student is unable to participate in the Fall Trip, a parent will need to write a letter to the Middle School Office indicating the reason that the student will not be participating. All AISB school rules and co-curricular travel guidelines apply to the Fall Trip experience.

## **ACADEMIC POLICIES AND INFORMATION**

### **Standards-Based Curriculum**

The AISB curriculum is standards-based and emphasizes critical thinking skills and creativity through an inquiry-based approach to teaching and learning. Students are assessed on internationally-benchmarked standards in each discipline.

### **Standards-Based Grading and Reporting**

All divisions in the school use a Standards-Based Grading (SBG) and reporting approach. The goal of SBG is to improve student learning by better communicating what each student knows and is able to do in relation to the topic-specific standards. The feedback that students and parents receive relative to these standards is specific, current, and meaningful, and we believe it paints a more accurate picture of student progress than traditional grading and reporting.

AISB reports on student achievement using a scale of 1-7, as outlined in the Academic Achievement Indicators listed below. Middle School students do not receive one simple grade for each course. Rather, they receive separate grades (and more detailed information) on each reporting criteria for the course.

Because learning is a progression, grades are based on the most consistent level of achievement with an emphasis on the more recent evidence. As students demonstrate learning, teachers update grades to reflect their ability. Therefore, the determination of grades is based on professional judgment rather than on a calculated average. As always, these grades are published to students and parents at regular intervals.

In Standards-Based Grading (SBG), teachers report on what students know, understand, and are able to do in relation to the identified academic standards. SBG benefits learning in several ways:

- Focused reporting and feedback provides targeted areas for student improvement.
- The grading criteria are more consistent and understandable.
- SBG helps teachers and students to see trends in data in order to adjust learning practices to better meet student needs.
- SBG helps students to focus on learning and to use reflection to improve rather than accumulating points towards a grade.
- SBG reports student achievement toward meeting learning outcomes at a given time by analyzing recent trend information based on various forms of evidence.
- SBG broadens the focus of conversations at school and at home.

Levels	Academic Achievement Indicators	
<b>Excelling</b>	<b>7:</b> Consistent and thorough understanding of the standards. The student is able to apply the standard(s) almost faultlessly in a wide variety of situations with consistent evidence of originality, insight, and analytical thinking.	<b>6:</b> Consistent and thorough understanding of the standards. The student is able to apply the standard(s) in a wide variety of situations, and there is consistent evidence of originality, insight, and analytical thinking.
<b>Meeting</b>	<b>5:</b> Thorough understanding of the standards. The student is able to apply the standard(s) in a variety of situations and there is occasional evidence of originality, insight, and analytical thinking.	<b>4:</b> General achievement of the standards. The student is able to apply the standard(s) in familiar situations and there is occasional evidence of analytical thinking.
<b>Approaching</b>	<b>3:</b> Limited achievement of the standards. The student is occasionally able to apply the criteria to familiar situations.	
<b>Emerging</b>	<b>2:</b> Limited achievement of the standards with misunderstandings and gaps. The student is unable to apply the criteria to familiar situations.	<b>1:</b> Very limited achievement of the standards with misunderstandings and significant gaps.

### Assessment and Grading at AISB

The following beliefs guide our practice when evaluating evidence of learning:

- Grades are determined based on a **body of evidence** of learning related to the standards. This evidence takes multiple forms, including such variety as performances, essays, questions, observations, lab work, sketches, interviews with students, self-assessment, Visible Thinking Routines, etc. Teachers uses multiple pieces of evidence to determine a grade.

- There is a distinction between work that is strong evidence of learning and work that is practice. Work that is “practice” in nature is not used to determine levels of achievement / mastery. Teachers use all other assessments that contribute to the body of evidence of learning to determine their professional judgement. Summative (unit or “chunk”) assessments generally comprise the weight of the evidence, and formative (ongoing) assessments can also influence the outcome, generally in a student’s favor.
- Students and parents have continuous access to the grade book online. Minor assignments are usually posted within 5 school days of being turned in. Major projects and tests may take longer before going into Veracross. If there are questions regarding assignment scores, students/parents should check with the individual teacher.
- AISB does *not* average grades, but instead relies on teachers’ professional judgment. Grades are based on the most consistent level of achievement with an emphasis on the most recent evidence.
- Student dispositions are not included in academic grades, so behaviors such as participation, completion of homework, and timeliness are assessed and reported within the Learning Identities, in line with each division’s practices.
- Reassessment Procedures (in MS/HS): Students can apply to their teacher for reassessment after correcting the old assignment and demonstrating effort and improvement. However, students must show strong work habits (Learning Identities), and the final decision is at the discretion of the teacher.

### **Student Progress**

Student progress is communicated to parents in several ways. Semester reports will be sent electronically to parents at the conclusion of the first semester and at the end of the school year. Parents will also receive regular updates via progress reports and grade checks during the semester and may view student grades at any time using our online reporting system, Veracross. Students must have been in attendance in the school for at least thirty school days or more to receive report card grades.

As outlined above, students receive separate grades (1-7) for each reporting criteria in a course. In certain classes or situations, a grade of Pass (P), Fail (F) or Incomplete (INC) may be recorded on a student’s report card. If a reporting criteria has not been assessed in that reporting period, a mark of “NA” will appear. In other cases, academic outcomes or expectations may have been modified for individual students, and the letter “M” will appear on the report card.

Parents are encouraged to contact teachers with questions concerning a student’s performance and may request a conference at any time during the year by emailing the teacher directly. In addition, parent-student-teacher conference days are scheduled twice a year, once in the fall and once in the spring. It is strongly encouraged that all parents and students attend these conferences to ensure clear, concise and informative communication between all parties.

### **Learning Outside of School**

In the Middle School, students are expected to learn both inside and outside of school. Students may be asked to prepare for class (for example, by reading, reviewing, and/or completing an activity at home). They may also be given extra time at home to complete the learning they have begun in school. We highly recommend that a place at home be designated for students to complete these learning opportunities, and that social media and/or other distractions are minimized in order for students to manage their time wisely. If you notice your child is spending an extraordinary amount of time on tasks at home, please feel free to communicate directly with the relevant teacher.

## Continued Learning After an Absence

When a student is ill or misses school for any reason, he/she should arrange to pick up assignments, reschedule test dates and complete any necessary learning. Students are responsible to arrange a final due date with each teacher for make up work to be completed.

If the final due date for missed work extends beyond the end of a grading period, an incomplete grade (INC) may be recorded by the teacher and changed to the earned grade by the predetermined date.

## AISB Learning Identities

The AISB Learning Identities are a school-wide set of dispositions and behaviors that enable students to become independent, lifelong learners. These Learning Identities lead to success within and beyond the classroom. Teachers support the development of these dispositions through explicit instruction and providing opportunities for reflection. Demonstrating traits of our Learning Identities is an AISB expectation, and reflection and feedback regarding these Learning Identities is ongoing, spanning all areas of study.

<b>We are Inquirers</b>	We are curious and passionate about learning. We ask questions and investigate using multiple sources. We make authentic connections and take action based on our learning.
<b>We are Thinkers</b>	We are problem solvers. We think creatively, critically, and reflectively using different strategies and skills. We are open-minded and consider multiple perspectives.
<b>We are Communicators</b>	We exchange ideas effectively and confidently. We actively listen and ask questions to seek understanding. We use languages and other modes of expression to gather information and communicate clearly.
<b>We are Contributors</b>	We contribute positively to our learning community. We ensure our words and actions have integrity. We demonstrate global citizenship by showing respect and care for ourselves, others, and the environment.
<b>We are Agents of our own Learning</b>	We are proactive. We set goals and manage our time to fulfill our responsibilities and commitments. We take risks, persevere, and learn from our mistakes. We strive to maintain balance in our lives.

## Celebrating Student Learning

There will be opportunities throughout the school for parents to celebrate learning with students. These may include classroom-based exhibitions of student work, student speeches, concerts and/or assemblies.

Opportunities to celebrate learning allow students to demonstrate their ability relative to the areas of inquiry, critical thinking, problem-solving and originality. Celebration of learning is designed to support academic excellence and achievement, while increasing student accountability for their learning. We aim to inspire students for excellence, and to provide teacher/peer/guest feedback that enhances student outcomes.

## Middle School Completion Ceremony

This is an official school ceremony at the end of the school year to recognize our 8<sup>th</sup> grade students who have successfully met the academic requirements that are outlined in our school's standards and benchmarks. These students will have also successfully met the school expectations regarding behavior and being a contributing member of our community. Those students who have met the criteria below for the President's Award for

Academic Excellence and Achievement will be awarded at this ceremony. A reception for students, parents, relatives and staff will follow the ceremony.

### **President's Award for Educational Excellence**

The US President's Award for Educational Excellence recognizes academic success. AISB students in grades 5, 8, and 12 can receive this award with the nomination of their teachers. Grade 8 students must meet the following criteria:

Living Academic Excellence:

- a. Student demonstrates extraordinary levels of motivation, initiative, integrity, intellectual depth, leadership qualities and/or exceptional judgment.
- b. Recommendations from teachers for nominees that demonstrate extraordinary academic achievement in English, mathematics, science, geography, art, world language, physical education and any other courses that reflect the school's curriculum. The judgment is to be supported by tangible evidence that is comprised of either results on teacher-made tests, portfolio assessment, or special projects.

Teachers of Grade 8 students will put forward the names of individuals who meet the above criteria and who meet our own AISB standard for Academic Excellence. The Middle School Principal has final authority to determine which students receive this award.

### **President's Award for Educational Achievement**

The purpose of this award is to recognize students that show outstanding educational growth, improvement, commitment or intellectual development in their academic subjects but do not meet all of the criteria for the President's Award for Educational Excellence. This award recognizes a different type of academic achievement. It is meant to encourage and reward students who work hard and give their best effort in school, often in the face of special obstacles to their learning.

The President's award is given at the discretion of the core teachers to 8th graders who:

- show tremendous growth but did not meet all the criteria for the President's Award for Educational Excellence
- demonstrate unusual commitment to learning in academics despite various obstacles
- maintain a school record that would have met the school's selection criteria for the President's Award for Educational Excellence but illness, personal crisis, or special needs prevented the student from maintaining such high standards despite hard work
- achieve high scores or show outstanding growth, improvement, commitment or intellectual development in particular subjects, such as English, math, science, etc.
- demonstrate high achievement in the arts such as music or theater.

### **Late Entry to World Language**

AISB offers French, German, and Spanish as World Languages. These language acquisition classes are offered by proficiency level and are intended for speakers of languages other than those offered. Students who transition from English as an Additional Language (EAL) into a World Language class may do so up until the end of the first semester. Any student new to World language class (including students who are new to the school) may study a World Language if the requested language and level are available. Students who enroll will be expected to complete all assignments and take tests and quizzes. At the end of the year, the teacher will recommend the appropriate World Language placement for the following school year.

### **Clothes for Physical Education**

Students need a change of clothes for physical education classes: clean t-shirt, shorts or sweatpants and clean gym shoes with non-marking soles. Students are also asked to bring a reusable water bottle to all lessons. During swimming, students need to bring an

appropriate swimsuit, goggles, flip-flops, towel and swim cap.

### **Physical Education Lockers**

There are small lockers and locks available for student use during Physical Education class. Students are expected to take responsibility for their own belongings and use the issued lockers and locks to store their clothes during class or keep their belongings in a bag with them in class.

We strongly advise that students NOT bring valuables such as money, phones and iPods to Physical Education classes, or, for after-school athletics/activities. All issued locks must be returned at the end of the school year or a replacement charge will be incurred.

### **Back-to-School Night**

Parents are invited to attend Middle School Back-to-School Night scheduled near the beginning of the new academic year. Back-to-School Night provides parents an opportunity to meet their children's teachers and to learn more about the Middle School program.

### **Scheduled Student-Parent-Teacher Conferences**

Although parents are encouraged to request conferences with teachers/teams at any time they have a concern about their children's progress, a formal Parent-Teacher Conference Day is scheduled at the conclusion of the first and third quarters. If you know you will be away please inform the teachers ahead to schedule an alternative meeting time if you desire one.

## **SOCIAL RESPONSIBILITY AND STUDENT EXPECTATIONS**

### **Social Responsibility**

Respect Yourself, Respect Others, Respect the Environment.

At AISB, social responsibility is the philosophy of modeling and teaching our students developmentally appropriate skills and behaviors, which will lead to responsible decision-making. Social responsibility is based upon respect for oneself, respect for others and respect for the environment.

AISB Middle School utilizes student-generated action plans as a foundation for the Social Responsibility Program. An action plan may be a simple verbal plan between teacher and student. When necessary, a written action plan will be generated by the student in collaboration with the teacher, counselor, or administrator. A student action plan has logical student-generated consequences to support and encourage socially responsible behavior. When repeated action plans are not effective, administrative intervention may be required.

Socially responsible classroom behaviors include:

- following class rules and expectations
- working cooperatively in groups
- treating one's self, others, and the environment with respect and courtesy
- arriving to class on time
- coming to class prepared to learn
- actively participating in class
- being determined to always do one's best.

Socially responsible school-wide behaviors include:

- being where you belong
- respecting the environment and cleaning up after yourself
- showing courtesy and respect toward others always
- moving in a safe and respectful manner
- using appropriate language

- following the school's Mission, Vision and Values.

## **Student Expectations**

The majority of student disciplinary infractions are handled in the classroom setting under teacher direction and guidance. However, when a pattern of disruptive behaviors continue or are more significant, then we implement a progressive set of consequences. These might include student self-reflection, assistance of the school counselor, parent communication, and/or problem solving strategies. For cases of extreme disciplinary infractions, consequences may involve extended in-school reflection time, out of school suspension and/or possibly expulsion from AISB.

## **Suspension or Expulsion**

The most serious disciplinary issues may include repeated infractions of school rules that impairs the safe and harmonious functioning of the school. Such infractions are managed in accordance with the AISB Disciplinary Procedures outlined below. The Student Review Committee that administers the Disciplinary Procedures may issue students with a formal warning, a suspension, or a combination of other restrictions, or expel a student.

**Suspension:** a suspension represents a serious disciplinary consequence. Suspensions become part of the student's record. The student loses the right to attend classes and to participate in after-school activities for a designated period of time. For attendance purposes, suspended days are marked as "Suspended". Out-of-school suspensions are primarily used in severe cases where student safety is an issue. (There will be no grade deductions resulting from the suspension itself.)

**Expulsion:** Termination of the student's enrollment status at AISB.

## **AISB Disciplinary Procedures**

Students whose behaviour violates the rules of the school, or interferes with the educational program and/or whose behaviour results in the destruction of school property may be expelled from the school.

The student must be provided a hearing on at least one occasion during the procedure. Minutes shall be taken at the hearing.

The disciplinary procedure shall ensure that students have the right to be accompanied by their parents or other legal guardians (hereinafter: parents). If the student or his/her parents cannot participate at the hearing they are entitled to submit their comments in writing.

The student and his/her parents shall be informed about the hearing at least two working days before the hearing. The notice of the school shall disclose the nature of the complaints against the student and any document which will be used in the procedure.

### Stage 1 – Decision of the first instance

The Student Review Committee - which consists of at least three Faculty Members - has the first instance authority regarding student expulsion.

If the Student Review Committee concludes that the student's behaviour violates the rules of the school, but they see the opportunity for improvement, they will inform the student about a timeframe within which the improvement is expected. In that case, the Student Review Committee issues only a notification of warning. This warning will remain in force for a period of up to six months from the date of the hearing. The decisions of the Student Review Committee as well as the warning shall be recorded in writing.

If the student behaviour violates the rules of the school within the above period, the Student Review Committee is entitled to hold a second hearing, where they can decide on the student's expulsion.

The student must be notified of his/her right to appeal.

Stage 2 – Decision of the second instance

A student shall have the right to submit a request for revision against any first instance decision. The student may file such a request with the Director of the School within fifteen days as of the date of disclosure of such decision. The Student Review Committee shall forward all documents relating to the first instance decision to the Director immediately, but no later than two working days from the date of filing of the request for revision.

The Director shall proceed concerning the application.

Over the course of the procedure, the Director may take the following second instance rulings:

- turn down the application;
- modify the first instance decision;
- annul the first instance decision and may order to repeat the first instance procedure.

The Director shall decide on whether the decision could be implemented immediately. The Director may order the immediate execution of the second-instance decision if justified by the best interests of other students attending the educational institution.

The decision must be recorded in a form of resolution and justification must be provided.

The final, second instance decision passed shall be final upon its communication. A final decision may be enforced.

The student may challenge the final second instance decision before the court within 30 days from its disclosure.

**Drug and Alcohol Infractions and Consequences**

Infraction	Typical Consequence
Violation of AISB's Drug Policy (SB Policy 5.2.4) on the School Premises, School field trips or School sponsored events.	Home-study pending outcome of Student Review Committee
Distributing drugs on or off campus	Expulsion
Use/ Possession of Drugs/ Alcohol/ Tobacco/ vaping/ ecigarette off campus and unrelated to school	Typically, parental notification
Use/ Possession of Drugs/ Alcohol/ Tobacco/ vaping/ ecigarette off campus which negatively impacts the school's reputation	Parental notification and potential Disciplinary Review

In the event of a violation of AISB's Drug Policy, parents can expect communication to the appropriate audience and at the appropriate juncture while respecting students' and families' right to privacy within our community.



It is furthermore expected that students, parents, teachers and support staff will not contribute to the proliferation of unfounded rumors.

Non-disciplinary actions may be employed to address individual student health concerns and to aid students toward non-use while a member of the school community. These may be initiated based on individual faculty member, parent, or administration referral or student self-referral. Non-disciplinary proceedings can include requests to a student and his/her parent for mandatory meetings with school counseling staff and/or outside substance abuse evaluation.

Students are provided with short-term adjustment counseling and evaluation services. More serious psychological issues may be referred off campus for further evaluation and ongoing therapy. Referrals for psycho-pharmacological testing may be arranged as the need arises.

### **Academic Honesty / Dishonesty**

Academic dishonesty includes soliciting help from other students on tests, copying another student's homework, giving or receiving information on a test or homework assignment, and using non-approved information in a test situation. Plagiarism is a serious form of academic dishonesty. Authors' words and ideas are copyrighted and are the intellectual property of those authors. Students need to cite any words or ideas taken from research and incorporated into their writing. Teachers will review documentation practices, and accurate research processes will be taught and reinforced in all classes. Students are expected to practice accurate and honest citation of sources in all of their classes. Students guilty of deliberate academic dishonesty will be subject to disciplinary action.

### **Guidelines for Appropriate Student Dress**

Student dress and appearance should contribute to the positive climate of the AISB Middle School. Specifically, student dress and appearance should not interfere with or distract from the ability of students to learn and that of teachers to instruct students. AISB is a true international community, and with this in mind, clothing and accessory choices by students and their parents must be respectful of our culturally and politically diverse school population.

Clothing for both male and female students that exposes undergarments or that is excessively revealing is not appropriate for our school learning environment. Images and print messages on clothing must be free of profanity as well as references to violence, drugs and/or alcohol. Sunglasses are not to be worn inside school buildings from 8:30 a.m. - 3:30 p.m.

The AISB Middle School guidelines for appropriate student dress will be communicated and monitored by Middle School teachers, Counselor and Principal. In cases where students require additional guidance, communications will be managed respectfully and on an individual basis. We kindly thank students and parents for supporting these guidelines for appropriate dress at school.

### **Bullying and Harassment**

Each of us plays an important role in upholding a school environment that is safe and secure for all students. We expect students, as members of our school community, to practice the ideas of tolerance and acceptance in their interaction with others. As empowered citizens who play a part in determining the daily culture of AISB, we expect students to be familiar with and work towards preventing any interactions in which students are being bullied or harassed by others. It is unacceptable for students to demonstrate bullying and/or harassing behaviors. It is every student's right to come to school feeling comfortable and safe.

Bullying / harassment are defined as flagrant and/or repeated actions - violent and/or nonviolent, verbal and/or nonverbal - that cause fear, distress or harm, committed by an individual or group towards another individual or group. Bullying and harassment can take

place in any setting: classroom, hallway, locker rooms, outside of school, or even through the use of technology via social networking or texting. In short, if it affects the AISB community, it falls under the umbrella of this policy.

Bullying and harassment may include:

- being the target of uninvited or unwanted physical action or the threat thereof
- being teased in a hurtful way
- being singled out and/or having hurtful things said about a specific attribute such as appearance, race, gender, religion, sexuality, abilities, or family background
- having lies or untrue rumors spread
- having their property taken, damaged or hidden
- being threatened or forced to do hurtful things in order to become part of a group
- being blackmailed
- cyber-bullying (which is further defined in the “AISB Responsible User Agreement”).

### **Reporting Process and Consequences**

Harassment and bullying are serious actions that threaten the safety of our school community. All reported acts of bullying will be investigated and acted upon. The school expects all members of the school community to report incidences of bullying. Students should be able to trust and confide in teachers, administrators, siblings and parents who in turn can help the student report the matter. The school understands that students are often afraid to report and will implement protective measures. The safety of the student who reports the incident of bullying will be addressed by the student being part of the decision-making process as it relates to future action.

Depending on the nature and severity of the incident, reactive measures may include counseling, parent involvement and/or a range of possible consequences, including expulsion. In some cases, the school may be required to alert the proper legal authorities about the incident.

Bullying and harassment do not include: the legitimate exercise of an individual's supervisory or instructional authority, the expression of complaints, whether orally or in writing, or naturally occurring occasional conflict which is an inevitable part of social interactions.

### **Technology in the Middle School**

AISB has a Bring Your Own Device (BYOD) program for all students in grades 6-12. Students need a Mac laptop computer as part of this program. Information and details about laptop requirements can be found in the document called *BYOD Parent Communication*. Students must also read, understand, and agree to the “Responsible User Agreement” (RUA) in Appendix A of this Handbook.

All Middle School students receive a username and password for accessing our course management website, Veracross (online gradebook), and Google apps at [www.aisb.hu](http://www.aisb.hu). These are valid for the student's stay at AISB. Online accounts will be erased one month after the student's departure from the school.

All students are expected to bring their Mac laptop to school each day. Each device should be properly labeled with their name using an indelible marker on the bottom of the machine and be put in a protective sleeve and have a carrying case. Laptops need to be kept in a locked locker when not with the student during and after school.

Breaks and lunch time are times for students to take a break from technology (laptops and cell phones). During break and lunch times personal technology devices (laptops and cell phones) are to be locked in student lockers. If a student needs to do work for a class during lunch or break, then they are asked to do that work in the classroom of that particular

teacher with the teacher present.

During instructional time, the classroom teacher will specify to students when to bring the laptop to class. Once in class, all students will be instructed when to take out their laptop. Teachers will also inform students when it is time to put their device away during class.

Students are required to charge their laptop at home each evening so that it is fully charged for the school day. If the computer's battery does not last through a day of normal use, please seek to repair/upgrade the battery or device.

### **School Attendance**

Classroom learning experiences are a critical part of a student's education. Academic time lost is irretrievable, particularly in terms of opportunity for interaction and exchange of ideas among students and teachers. While teachers are available to provide extra help for students, it should not be expected that they will provide extensive makeup lessons or reteach the class.

As soon as parents know their child will be absent for the day or for an extended period, they should contact the MS Secretary, Rita Szundi, at [rszundi@aisb.hu](mailto:rszundi@aisb.hu) or +36-26-556-069. Parents will be contacted should their child's absence be unaccounted for. When a student returns to school after an extended absence (3 days or more), he/she must report to the MS Office before going to class.

Each day that a student is absent or tardy will be recorded and reported on school records. Classes missed due to school-sponsored activities will not be recorded as absences.

If medical or legal appointments are necessary during the school day, they should be scheduled to minimize the impact on class time.

In instances where absences appear to be excessive, and/or are interfering with the learning process, parents may be asked to attend a conference with teachers and/or the counselor/principal to discuss their child's academic progress.

In all cases regarding an absence from school, students are responsible for communicating directly with their teachers and in completing all assignments in order to learn the material missed.

### **Late Arrivals/Early Dismissals**

If a student arrives at school after 8:30 am or needs to leave campus early, he/she must sign in/out with the Middle School Secretary.

A student needs either a written excuse or a telephone call from parents to the MS Office explaining tardiness or the reason for leaving school early. Tardies will be tracked and students demonstrating a pattern of late arrivals to school will be notified by the MS Office. A student-parent meeting with the principal or designate may be required to address the situation. It is very important for students to arrive at school in a timely manner with the first academic period starting at 8:30 am each day.

### **Planned Absences**

Planned absences are those which are not due to illness or emergencies and include all trips related to student participation with clubs and sports. If the absence is not for a school-related activity, parents should submit a written request to the Middle School Principal. Family vacations should be planned during the school's scheduled holidays.

If a student knows he/she must miss school, the student should complete a Planned Absence Form one week prior to the intended date of the absence. When teachers provide assignments in advance, the student is expected to return to school having learned all

relevant material and having completed all requested assignments.

### **Medical Leave of Absence**

Occasionally a medical leave of absence may be necessary for effective management or treatment of a medical or emotional issue. Leaves of this nature may be implemented when requested by a student and his/her parent or when a member of the health services staff, counselor, principal or director deem it necessary. Medical leaves can be required by the school for diagnostic evaluation or treatment. A medical leave may also be implemented when a student requires a level of care that surpasses that which is available on school premises. A follow up letter will be sent to the family outlining conditions of medical leave.

### **Absences and Activities**

A student will not be permitted to attend activities, sports and/or social events on days that he/she is absent. Exceptions may be made for family emergencies or in unusual circumstances. In all cases, the Middle School Office must be notified.

### **Withdrawal From School**

If a student is leaving school permanently before the end of the school year, we would like to help them make the transition as smooth as possible from our school into their next. Please give attention to the following steps **at least one week** prior to the last day of your child's attendance at AISB:

1. Notify Admissions, the Finance Office and the Middle School Office.
2. Complete and return the clearance form given by the MS Secretary.
3. Return all school materials (textbooks, instruments, library books, sports uniforms, locks, etc.).
4. Check with the school cashier for payment or reimbursement due to you.
5. Pick up your child's most recent report card. You will receive **two (2) copies** of these documents, of which one will be in a sealed envelope. Should you break the seal, the package is no longer classed as official.

Parents requiring additional copies and / or supplemental documents may request them. There will be a fee of \$5.00 per additional copy / supplemental document (plus shipping when necessary). These can be obtained from the divisional secretary and can take a **minimum of eight (8) days** to process.

Letters of recommendation will be sent directly to the next school by relevant teaching, counseling or administrative staff and not given to parents or students.

### **End-of-Year Clearance Forms**

All AISB students, whether leaving the school or returning for the next school year, must complete a Clearance Form in June. Clearance forms certify that a student has returned all their materials and books. Upon receipt of this form in the Middle School Office, report cards and/or transfer documents can be issued to students.

### **Personal Property**

Students should take care with all personal property at school. All students are provided with a locker and lock for the entire year. All of their belongings should be labeled as well. Parents are requested to clearly label all personal devices that their child will bring to school including all technology devices. **Lockers should be locked at all times and the combination kept private.**

- Mobile phones and other small electronics must be turned off and kept in student lockers during the school day.
- Only bring to school as much money as necessary for one day.
- Mobile phones/wallets/money/valuables brought to school must be stored safely in lockers with locks secured (including the PE changing rooms).

- Students assume full responsibility for their personal possessions while at school.
- Students are to avoid picking up or handling other student's personal items without first asking for permission.
- The MS Office / AISB is not responsible for lost or misplaced items.

For lost/misplaced items, students should check with the main Building B reception desk and then with individual teachers of classes that day. Video surveillance records will not be reviewed in all cases of lost or misplaced items.

## Visitors

The nature of international schools, where students register and withdraw from schools on a regular basis, results in our students having friends and former classmates in a variety of locations around the world. We understand that having friends and former classmates come to visit as houseguests is an important part of maintaining those precious friendships.

Student visitors may be approved for visits during the school day and at after-school activities. Prior to a student's arrival for a visit, the Middle School Principal and classroom teachers must approve a student guest.

In advance of the visit, the student hosting the guest must complete a Visitor Request form, available in the MS Office. Each teacher whose class will be visited must sign this form and the form returned to the MS Principal for final approval one day before the visit.

An AISB Middle School student may have only one visitor, for one day at a time. It is possible that visits may not be approved during the last week of school or the day before the start of a school holiday depending on the activities planned for those days.

Prior notification and approval of student visits is necessary to assure adequate care and supervision of our student guests. Visitors will not be able to attend AISB MS Rec nights, Socials and Field Trips. As a result, parents are asked to understand that visitors who have not been pre-approved by teachers and the Principal will need to be sent home from school.

## Lunch

The Middle School lunch period starts at 11:50 and ends at 12:45 with students needing to prepare for classes that start at 12:50. Lunch in the Middle School is a time for recharging, active play and socializing with friends.

Students are expected to take a break from technology during lunch. However, students may use technology for **educational reasons** (gaming is not permitted) only in the following designated areas: classrooms (with prearranged teacher supervision), the library or MS lobby.

During lunch Middle School students have access to many outdoor and indoor spaces:

- MS Inside Spaces
  - Library to read and/or complete class assignments and/or group work (gaming is not permitted).
  - MS Blazer Rec room (Grade 8 students)
  - Auxi Gym (every other day)
  - Main Gym
  - MS Lobby
  - Please do not enter the MS hallways until 12:40 pm
- MS Outside Spaces
  - Middle School students should leave the cafeteria, turn right and go out the double doors just past the sinks to the courtyard/amphitheatre outside of the library. There are tables set up for students to eat and socialize. Students must ensure that dishes/cutlery are returned to the cafeteria and tables are clear of garbage before leaving the area.

Students have access to:

- Playground equipment above the open amphitheatre behind the library
- Outdoor basketball courts
- Tennis courts
- Half of the soccer field with the track
- Upper Soccer field (near field house)

Lunch time ends at 12:45, at which point all students are to return to the MS hallways to get ready for class.

### **Campus Boundaries**

Students should not leave the campus during the school day unless they have a note from a parent and then sign out in the Middle School Office. The campus is large, surrounded by forest and nearby houses. Students should never go into these areas without adult supervision, nor should they go to the HS floor and/or ES building, the theater area, gym, terraces, or swimming pool without authorized adult supervision.

### **Staying After School**

Students may remain after school for academics, school-related activities and for sports. Students must remain with their after school supervisor, sponsor, coach or teacher until the end of that after-school session. **Students are not permitted to be on campus at the end of the school day unsupervised.** Students must leave campus at either 3:30 when the school day ends, or after their activity that ends at 4:30 or 5:30 pm. If there is an evening event, we encourage students to go home first and return to school later for the event. If this cannot be done, the student should let the activity sponsor know ahead of time so proper supervision can be arranged in advance of the event. Parents are requested to pick up their children on time at the conclusion of an evening program. Students should wait for rides and taxis in the main lobby. In the event of a snowstorm, after-school activities will be cancelled and students will leave immediately at the end of the school day.

### **Emergency Drill Procedures**

If the evacuation alarm sounds, students must leave the building quickly and quietly with their teachers following the routes posted in classrooms. Once at the designated area, students line up by advisory so that the homeroom teacher can take attendance. In the case of an intruder alert, students stay low in the classrooms, away from the windows. Emergency drills are regularly scheduled.

## **STUDENT SUPPORT**

### **Middle School Advisory Program at AISB**

At AISB we aim to help our students develop a feeling of connectedness. This feeling of being cared for and supported helps students become engaged in school, contributes to their thriving academically and to their feeling a sense of belonging at school.

Our advisory program has been created to facilitate and support these kinds of relationships and provides the structure that allows for the development of connectedness in middle school. During advisory, students meet with their advisor and advisory group in order to work together in a variety of activities and lessons.

Advisory programs offer the structure to meet students' developmental needs as they have the potential to ensure that every student has a meaningful relationship with an adult and belongs to a community of peers. At AISB we value the whole child and work as a community to support students as they mature and develop into the unique person that they are. During the middle school years the advisory program serves as a vehicle for students to explore, discuss, and develop the life skills that they will need to manage their

academic, social, and emotional journey. Topics for discussion include areas such as Community Building, Health and Wellbeing, Planning for School Success, Digital Citizenship, Future Planning, and Dispositions for Success

Our Middle School teachers serve as academic advisors, adult role models, and mentors who work to build strong personal relationships with the students in their advisory group. Advisors support students with personal organization, academics, and social development as students move through this personal and sometimes challenging journey. Students will be supported with the development of essential life skills linked to the following:

- how to organize themselves as students and how to manage their time efficiently in and out of school
- how to take safe risks and how to stretch themselves as people and as learners. This includes learning to develop a strategy with goals and plan of action to deal with challenges, failure, safe risks, and dilemmas that arise academically, socially, and emotionally.
- how to maintain a healthy balance in their lives
- how to reflect on one's work and relationships
- how to communicate respectfully and clearly in all classes
- how to deal with and act responsibly regarding their academic and personal challenges and how to view them as opportunities
- how to seek support and assistance as needed from teachers, coaches, the counselor, and parents.

While advisories will be the place that students begin building these life skills, students will have time throughout their day to practice and apply these skills. Our aim is that through mentoring students and allowing them to be safe risk takers, our students will develop into empowered life-long learners who strive for personal and academic excellence.

In order to accomplish our goals, we uphold the following agreements:

- We agree to keep each other safe, physically and emotionally.
- We agree to keep comments positive and supportive.
- We agree to give and receive honest feedback.
- We agree to let go of / deal with negative feelings and move on.
- We agree to make an effort to participate to the best of our ability in all situations.
- We agree to maintain a positive attitude and move forward.
- We agree to work with our advisor and peers.

### **Grade Level Student Support Teams (SST)**

The Grade Level Student Support Teams meet on alternate weeks to discuss ways to help students who are having difficulties meeting course requirements or making personal or social adjustments in Middle School. The purpose of the Grade Level Support Team is to help students be as successful as they can be in Middle School. Teachers discuss the specific needs of students and agree on strategies and action plans, which include follow-up and monitoring. Teachers participating on Grade Level Support Teams include the four core teachers, a student's other teachers as appropriate, the Learning Support teacher, the Counselor and the Principal.

### **Counseling**

The Counselor is available to meet and talk with students. Parents may schedule an appointment with the counselor by calling +36-26-556-029. In addition, the counselor can facilitate a meeting time for parents and grade level teams or other individual teachers. Counseling Services are designed to provide an additional source of support and intervention to students. Services are available on a limited basis to help students address the many typical challenges of adolescence.

### **School Nurse and Student Health**

Students who have special medical concerns or conditions should notify the school nurse at the beginning of the school year.

All medication sent to school must be labeled with the child's full name, name and strength of the medication, dosage and administration times and letter from parent directing the nurse to administer the medicine. All medication should be placed in the nurse's office at the beginning of the school day to be administered by the nurse during school hours. It is essential that the school nurse be notified of any changes in student medical concerns, immunizations or of changes in emergency contact numbers.

The school nurse is located close to the Middle School classrooms and the central stairway. Any student wishing to see the nurse may stop by during lunch or break times. If a student needs to see the nurse at other times, he/she should report first to the classroom teacher. Parents are also welcome to make appointments concerning their children.

Students should not come to school if they are ill. Should a student become unwell during school hours, the nurse will contact the parents. The nurse will not permit a student to leave school early without parental permission.

### **Student Health and Safety**

The safety of students will be ensured through the close supervision of students on all school premises and through special attention to the following:

- maintaining a safe school environment
- maintaining safe practices on the part of the personnel and students, particularly in those areas of instruction or extra-curricular activities which offer unique hazards
- offering safety education for students within particular subject areas, such as laboratory courses in science, physical education
- providing prompt and competent first-aid care for children in case of accident or sudden illness
- having a trained and certified lifeguard when the swimming pool is in use.

## **HOME AND SCHOOL COMMUNICATION**

### **Communication from the School Website and Veracross Portals**

On the public pages of our website prospective AISB families and faculty will find general information about the school and an overview of our curriculum. Members of the AISB Community can use the "My AISB" button in the top right corner of the public website to log into their Veracross Parent/Student Portals.

The Veracross Parent/Student Portals are the hubs of our internal communication and serve as virtual bulletin boards where news and announcements, calendars, resources, links and multimedia content can be viewed. We have grouped information by divisions, so that you can easily access the information that pertains both to you and to your child. We encourage you to log in on a regular basis to stay up to date on AISB matters. Login details have been sent to each parent via the email address specified at enrollment.

The Veracross Parent/Student Portals also serve as our learning management and student information systems, including on-line directory of AISB families and faculty, as well as students' report cards, grades and attendance information.

A user guide for Veracross is available on the landing page of your Parent/Student Portal. Here, you will find step-by-step guides on how to change passwords and contact information, control visibility of contact information and calendar synchronization.

### **Emergency SMS Messages**

The school will send emergency information via email and SMS message. Parents need to ensure that the school's Veracross system contains a correct phone number.



## **Emails**

Emails are a regular method of distribution and are sent to family email addresses specified by parents to be used for school communication. The Director's Weekly Update, including weekly divisional updates, comes to you every Friday via email and can also be viewed through the Parent Portal.

## **Student Card Information**

Students of our school are entitled to receive a Student Card, an official Hungarian document. Holders of Student Cards are entitled to a number of discounts:

- monthly Budapest travel pass for students
- 50% discount on domestic rail and bus fares
- 50% discount on HÉV (suburban railway) fares
- 50% discount on museum tickets (on one of the weekend days most of the museums provide free entrance to children and two accompanying adults)
- 50% discount on library enrollment fee
- commercial discounts offered by companies accepting Student Cards, discounts in range of 5% to 30% (e.g., theater, cinema tickets)

Information for requesting a Student ID card:

1. Requesting a student ID card is free of charge.
2. Each student must personally go to the "Office of Government Issued Documents" (Okmányiroda) where a photo will be taken and signature recorded. In order to do this, a valid picture ID must be shown (e.g., a passport). A certificate from the school is NOT needed.
3. Note: You can go to any "Okmányiroda" at any City Hall (Önkormányzat) to request your Student ID card. Going to the main office which is open on the weekend is recommended. (Address: Budapest, XIII. district, Visegrádi u. 110.) If you have an official address card, the Student ID card will be mailed to you at that address.
4. Please submit the document that you receive from the, "Okmányiroda" to Peter Deak at the Building B reception desk. Please let Peter know if you do not have an address card.
5. The school will electronically send the personal details of the student to the Educational center, where it will get processed. If a student does not have a local address card, FOREIGN ADDRESS will be written on the student card. The card can only be picked up in person at the office (Okmányiroda) where the process was started. Students with valid Hungarian addresses will have their new student ID card sent to them by mail within 45 days from the Educational center. It is possible to obtain a temporary certificate, until the permanent card is received. This can be requested at the school's reception desk from Peter Deak. It can only be received if the application for the permanent card has been started. The certificate allows the student to purchase discounted student public transportation passes. However the certificate can't be used for the purchase of discounted movie and theater tickets.

***According to Hungarian law, students who are withdrawing must return their student ID Card before their last day at AISB.***

## **Communicating with the School**

Over the years, AISB has developed guidelines for what the school believes is the most effective way for a Parent to handle a concern about his or her child's academic/school program. AISB's protocol is that the Parent should approach the person most closely connected to resolving the concern, which, with most academic issues, is the teacher. Contact can be made at Parent-Teacher-Student conferences, by letter, email, or phone, or in a face-to-face meeting. AISB's commitment is to respond to a call/email within 2 school days.

Then, if the Parent and the teacher cannot agree upon a resolution, or if the agreed upon actions are not carried out, Parents are welcome to bring the issue to the attention of the

Principal and then, if necessary to the Director as a part of this process. This process not only provides the most direct route to resolving a problem, it also opens up the all-important communication channel between Parent and teacher.

Sometimes what Parents hear at home does not quite match what they might find out from talking to or emailing the teachers the next day, and what was starting to grow as a 'concern' could have really been a communication failure, quickly remedied with a Parent-teacher conversation.

Our teachers understand that no personal offense is intended when a parent communicates with a concern or question. Further, as an educational community we consider all forms of communication with parents a natural and critically important part of the students' learning experience.

### **Student Addresses and Phone Numbers**

The Middle School Office and Admissions Office must have the correct address, email address and telephone numbers at home and at work. In addition, another telephone number is necessary so that parents can be contacted in case of emergency. In order to ensure seamless lines of communication between school and home, parents are asked to update addresses and phone numbers in Veracross. Please inform the Middle School Office should you experience any difficulty and we will provide appropriate support as needed.

### **Phone Calls**

Parents may contact the Middle School Secretary to give essential information to their child(ren). Students should not receive phone calls during the school day via the school phones or personal mobile phones. If a student needs to call home for an emergency or to arrange transportation, he/she should go to the Middle School Office to use the office telephone or his/her own mobile phone.

### **Student Privacy**

In order to protect student privacy and in compliance with the European General Data Protection Regulation (GDPR), AISB only uses student information as necessary: to perform our legal obligations, with consent or express consent, and when there is a legitimate interest. Please see AISB's Data Protection Policy (GDPR) on our website [www.aisb.hu](http://www.aisb.hu).

For the smooth operation of the Middle School and for the optimal benefits of our students, we use programs, applications and media for which we need parent and student consent. Each year, we will share an electronic document that seeks your explicit permission for the programs and platforms we use for learning.

**MIDDLE SCHOOL FACULTY 2020-21**

<b>Middle School Faculty Email List</b>			
<b>NAME</b>	<b>GRADE/SUBJECT/POSITION</b>	<b>ROOM</b>	<b>EMAIL ADDRESS</b>
Laura Bajaky	German	B 227	lbajaky@aisb.hu
Andrew Ball	Middle School Principal	B 209	aball@aisb.hu
Lisa Ball	Language Arts 8	B 234	lball@aisb.hu
Mirela Birzu	EAL 6	B 232 a	mbirzu@aisb.hu
Réka Borsody	Athletic Director's Secretary	B 323	rborsody@aisb.hu
Dr. Tami Canale	Director of Teaching and Learning Grades 6-12	B 321	tcanale@aisb.hu
Luis Castro	French	B 225	lcastro@aisb.hu
Darrick Coutts	Science 7	B 219	dcoutts@aisb.hu
Zsófia Cseke	Nurse	B 237	zscseke@aisb.hu
Rhonda Doran	Math 6	B 213	rdoran@aisb.hu
Seamus Doran	Science 6	B216	sdoran@aisb.hu
Delinka Fabiny	French	B 228	dfabiny@aisb.hu
Bill Farren	Technology	B 111	wfarren@aisb.hu
Olga Füzesi	German	B 328	ofuzesi@aisb.hu
David Garcia	Spanish	B 230	dgarcia@aisb.hu
Matt Fleming	Athletic Director	B 324	mfleming@aisb.hu
Nora Fleming	Learning Support Services	B 205	nfleming@aisb.hu
Victor Fubler	Humanities 7	B 210	vfubler@aisb.hu
Adam Gaensler	Music	B 004	agaensler@aisb.hu
David Gardner	Humanities 6	B 215	dgardner@aisb.hu
Niall Gibson	Physical Education	B 054	ngibson@aisb.hu
Felina Heart	MS Counselor	B 222	fheart@aisb.hu
Claudia Kill	German	B 220	ckill@aisb.hu

Lacey Lafferty	Humanities 7	B 211	llafferty@aisb.hu
Marc Lavoie	Activities Coordinator	B 221	mlavoie@aisb.hu
Melissa Lyons	Band/Music	B 002	mlyons@aisb.hu
Lindsay Manzella	EAL 7-8	B 232	lmanzella@aisb.hu
John Matlock	Math 7	B 212	jmatlock@aisb.hu
Szandra Pál	Physical Education	B 054	spal@aisb.hu
Karen MacMeekin Amy Ragan	Librarian	B 109	kmacmeekin@aisb.hu aragan@aisb.hu
José Ramos	Spanish	B 327	jramos@aisb.hu
Szilvia Ramsay	Nurse	B 237	sramsay@aisb.hu
Charles Robinson	Math 8	B 235	crobenson@aisb.hu
Dusan Savic	Housing Coordinator and MS Office Associate	B 236 a	dsavic@aisb.hu
Joel Scanga	Science 8	B 217	jscanga @aisb.hu
Francois Stalder	French/Spanish	B 226	fstalder@aisb.hu
Agnes Steger	Library Assistant	B 109	asteger@aisb.hu
Gabriella Szilassy	MS Intern	B 207	gszilassy@aisb.hu
Rita Szundi	MS Administrative Assistant	B 208	rszundi@aisb.hu
Chilla Tamas	Drama	B 007	ctamas@aisb.hu
Andras Valezy	Humanities 6	B 214	avalezy@aisb.hu
Jane Valezy	EAL 7-8	B 231	jvalezy@aisb.hu
Marijke van der Hiel	World Geography 8	B 233	mvanderhiel@aisb.hu
Stefanie Wainwright	PE 8	B 054	swainwright@aisb.hu
Tabatha Waller-Hefko	Art	B 105	twaller@aisb.hu
Julie White	Spanish	B 229	jwhite@aisb.hu

## PARENT SCHOOL ASSOCIATION (PSA)

The Board encourages the active cooperation and participation of the Parents in the School. In order to facilitate the participation of the Parents, the Parent-School Association ("PSA") has been established by the Board. All Parents or legal guardians of students (together: "Parents"), and the Faculty are automatically members of the PSA. The purposes, objectives, and by-laws of the PSA are approved by the Board and must comport to the Constitution and policies of the School.

The PSA is an active and vital part of our school life. The PSA organizes activities during the year, sponsors events that encourage communication within our school community, and supports the school in maintaining the best possible educational environment for students. The PSA has a *Welcome Booklet* that outlines their roles and responsibilities. This is available for all parents to view on the portal. They are also a wonderful support group for new parents. All parents are encouraged to become involved in our PSA. The PSA meets each month. Contact the PSA President at [mnbspa@aisb.hu](mailto:mnbspa@aisb.hu) for more information about how to contribute your energy and talents to this worthwhile organization.

## SCHOOL BOARD POLICIES AND HUNGARIAN LAWS

### **Hungarian Law on Drugs, Tobacco and Alcohol**

Students and families are reminded that:

- Hungary has a single law to deal with all illegal drug related issues. This includes usage, distributing and selling.
- The penalty for illegal drug usage is 2 years prison and a criminal record.
- The penalty for the possession or distribution of illegal drugs is imprisonment between 2 and 15 years.
- Foreigners risk losing their resident's permit, and having the criminal record sent to their home country where there could be more punishment (e.g., loss of passport).
- Drinking and purchasing alcohol has a minimum age requirement of 18.
- Purchasing tobacco has a minimum age requirement of 18.

The following School Board Policies relating to students are copied from the Policy Handbook.

### **5.2.4 Tobacco, alcohol and illicit drugs free environment**

The School is committed to establishing a safe and secure environment for Students free from harmful substances. In order to protect the Student's well-being, health, safety and welfare, the School does not tolerate the use, Possession, purchase, and/or Distribution of tobacco, alcohol and Illicit Drugs by Students, on the School Premises, School-Sponsored Trips, Field Trips and School events.

Toward this end, the School's program will inform Students about those substances detrimental to the health and well-being of the individual, disruptive to the community and incompatible with the purpose and objectives of the School such as tobacco, alcohol and Illicit Drugs. It will make Students aware of the consequences of their use upon both their mental and physical health as well as the legal consequences as defined by Hungarian law.

Each Principal is responsible for the application of the appropriate consequences for violation of School Drug Policy. Appeals will be decided by the Director.

There are times when Student choices in regards to tobacco, vaping from e-cigarettes or similar device, alcohol or Illegal Drugs that occur off-campus may negatively impact the Student's well-being, in-School Student behavior, the School's climate, the School's ability to carry out its Mission or the School's reputation. These instances may result

in non-disciplinary and /or disciplinary actions at the discretion of the Administration.

### **Institutional vocabulary**

- Administration – shall mean the School Director, Principals, Associate Principal, IT Director, Director of Advancement and Business Manager
- Distribution – shall include selling, trading, bartering, giving alcohol or Illicit Drugs
- Illicit Drugs – shall include marijuana, cocaine, narcotics, hallucinogens, and other illegal substances. The term also includes the use of prescription drugs by persons other than the person for whom the prescription was written and the use of commonly available substances (such as glue) for mind-altering purposes. The term also includes drug paraphernalia: all equipment, products, or materials designed or intended for packaging, storing or using controlled substances.
- Possession – shall include possession on one's physical person, backpacks, purses or other personal effects brought on School Premises as well as one's dedicated spaces, such as a locker.
- Suspicion – shall mean that a School Official believes that the search will result in evidence of a violation of school policy, rules, and/or Hungarian law.
- The School or AISB – shall mean the American International School of Budapest
- School Official – shall mean the School Director, Principals, Associate Principal, Dean of Students or Counselor. The Director or the Principal may designate any other member of Staff as a "School Official" if circumstances warrant such an action
- School Premises – shall mean the School campus including the School's external parking area and immediate vicinity of the School including an area of extending 15 meters beyond the School's property boundaries.

### **5.3.5 Academic Probation**

As per AISB School Board Policy, the Middle and High School Principals maintain procedures for academic probation. Middle School procedures are outlined on page 12 of this handbook under the section entitled AISB MS School Academic Eligibility Plan.

### **5.3.6 Student Suspension**

Students whose behavior violates the rules of the School, interferes with the educational program and/or whose behavior results in the destruction of School property may at the discretion of the Principals or Director, be suspended from School for a period of up to ten (10) days. Suspension from School may be either in school or out of school at the discretion of the Principals and/or Director.

Before any case of suspension a Student will be informed of the reason(s) for suspension and a written notice of the reason(s) for suspension will be sent to the Parents. The Student shall have the right to an explanation of the evidence supporting the reason(s) for suspension and an opportunity to present the Student's side of the story.

A Student whose presence in the School poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be removed immediately from the School.

Upon termination of the suspension period the Student may return to the School as normal after the Parent has had a conference with the relevant Principal or the Director.

### **5.3.7 Expulsion**

Students whose behavior violates the rules of the School, interferes with the educational program and/or whose behavior results in the destruction of School property may be expelled by the Director upon the recommendation of the relevant Principal.

If the Student denies the charges leading to expulsion, the Student shall have the right to an explanation of the evidence supporting the charges and an opportunity to present the Student's side of the story.

A Student whose presence in the School poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be removed immediately from the School. The Director has final and sole authority regarding Student expulsion.

### 5.3.8 Searches and questioning on school premises and at school sponsored trips

Each of the Students and Parents are required to sign that they agree to the search of the Student, his/her locker and/or belongings in accordance with the following:

1. **AUTHORITY TO SEARCH STUDENT:** Members of Faculty may make a reasonable search of a Student on the School's Premises, on Field trips or on a School-sponsored Trip if there is reasonable belief that the Student has in his/her possession an item or substance that is contrary to the School's rules. The search shall be made by a person of the same gender as the Student and in the presence of one (1) Faculty Member.
2. **AUTHORITY TO SEARCH SCHOOL:** Members of Faculty may make a reasonable search of the physical plant of the School and its appurtenances. If there is a suspicion that items, kept in the Student's locker and/or belongings, may be in violation of School Drug Policy and/or may endanger the well-being, health, safety and security of the School community, a member of the Administration or his/her designee and a Faculty Member may make a reasonable search of the Student's locker and/or belongings. The Student should be present at the search unless there is a direct danger to the well-being, health, safety and security of the School and the School community.

## COMMON ACRONYMS AT AISB

- **BTSN:** Back To School Night; an annual fall event for parents to meet teachers and learn about their child's school program.
- **DP:** Diploma Program; High School International Baccalaureate program
- **DTL:** Director of Teaching and Learning. One in the Elementary School and one in MS/HS oversee curriculum development and teacher professional growth in collaboration with the Principals.
- **EC:** Early Childhood; Multiage and Kindergarten
- **EAL:** English as an Additional Language; a program for students who are working towards academic fluency in English
- **ELL:** English Language Learners; students who are working toward academic fluency in English
- **ERB CTP:** Educational Records Bureau Comprehensive Testing Program; a test taken by students in grades 7 and 9 to compare ability and achievement
- **ES:** Elementary School; Multiage through grade 5
- **GDPR:** General Data Protection Regulation; a European regulation designed to protect personal data
- **HoD:** Head of Department; the leader of a department/subject area in grades 6-12
- **HS:** High School; grades 9-12
- **IB:** International Baccalaureate program
- **IT:** Information Technology
- **LSS:** Learning Support Services; ES/MS/HS programs where students obtain learning assistance
- **MAP:** Measures of Academic Progress; tests taken by AISB students at the beginning and end of the year in grades 3-9 to assess academic progress
- **MPR:** Multi Purpose Room, Building A
- **MS:** Middle School, grades 6-8
- **PD:** Professional Development; advanced training and education for teachers and administrators

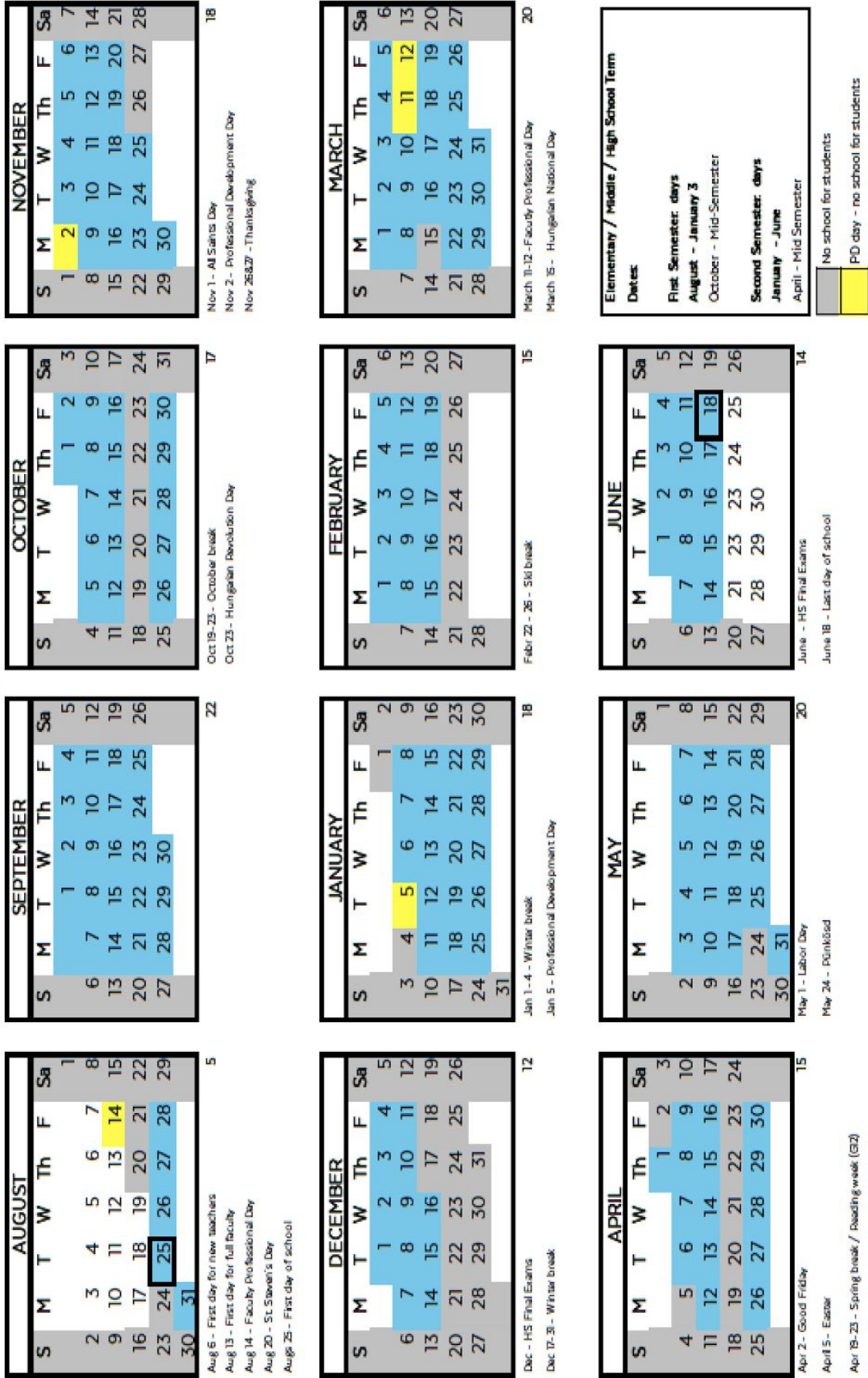
- **PSA:** Parent School Association; all AISB parents are members
- **PTC:** Parent Teacher Conference
- **RUA:** Responsible User Agreement; a contract students and their parents sign regarding appropriate student use of AISB's information technology systems
- **SLT:** Senior Leadership Team; consists of the School Director, Principals, ES Assistant Principal, Directors of Teaching and Learning and Business Manager; meets biweekly to collaborate and discuss School issues
- **SLC:** Student Led Conference; 3 times/year meetings in grades 1-5 between a student, his teacher, and his parents
- **S&B:** Standards and Benchmarks; objective criteria used to assess student progress
- **SBG:** Standards Based Grading; the grading system in the Middle and High Schools which is based upon standards and benchmarks for each subject. Grades range from 1-7.
- **SST:** Student Support Team
- **TL:** Team Leader; a teacher leader of a grade level team
- **UE/LE:** Upper Elementary (grades 3-5) / Lower Elementary (grades 1-3)

MIDDLE SCHOOL BELL SCHEDULE 2020-21						
	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
8:30-9:45	A	E	B	F	D	G
9:45-10:00	Snack Break					
10:00-10:25	Advisory					
10:30-11:50	B	F	D	G	A	E
11:50-12:50	Lunch					
12:50-2:15	C	H	C	H	C	H
2:20-3:30	D	G	A	E	B	F
15:40 - Buses Depart						
16:40 Activity Buses First Departure						
17:40 - Activity Buses Last Departure						
<b>All students must leave the campus by 15:45 unless they have a prearranged agreement with supervising staff.</b>						



# AISB SCHOOL CALENDAR 2020-21

## AMERICAN INTERNATIONAL SCHOOL OF BUDAPEST SCHOOL CALENDAR (2020-2021)



## Appendix A: Responsible User Agreement

### American International School of Budapest Responsible User Agreement

Digital learning tools are an amazing resource for learning. Access to such tools is a privilege, and we have responsibilities to ensure that using tech is done in a safe and responsible way for all. This document describes your responsibilities and obligations when using school Information and Computer Technology (ICT) resources. Use it in conjunction with the [AISB BYOD Guidelines](#).

#### When Using Technology at AISB:

<p><b>Respect Yourself</b></p> <p>I will show respect for myself through my actions. I will select online names that are appropriate. I will carefully consider what personal information about my life, experiences, experimentation, or relationships I post and the impact that it will have on me in the future.</p>	<p><b>Protect Yourself</b></p> <p>I will ensure that the information I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources. I will strive to achieve a healthy balance between online and offline activity.</p>
<p><b>Respect Others</b></p> <p>I will show respect to others. I will not use electronic mediums to, bully, harass, or stalk other people, as outlined in this handbook. I will show respect for other people in my choice of websites. I will not visit inappropriate sites. I will not enter other people's private spaces or areas.</p>	<p><b>Protect Others</b></p> <p>I will protect others by not forwarding inappropriate materials or communications. I will protect others by reporting abuse of which I become aware.</p>
<p><b>Respect Intellectual Property</b></p> <p>I will ensure I have permission to use others' intellectual property and I will properly cite the creator of the original work any time I use media from any source. I will use and abide by <a href="#">the fair use rules</a>.</p>	<p><b>Protect Intellectual Property</b></p> <p>I will act with integrity. I will only use software and media others produce with their permission. I will use free and open source alternatives rather than pirating software. I will purchase, license, and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses.</p>
<p><b>Respect Property</b></p> <p>I will respect the property of others, including school IT properties such as networks, hardware, software, or other user's files and data. This includes, but is not limited to, the creation, uploading, or downloading of computer viruses or other malicious software and abuse of bandwidth through the likes of peer-to-peer file sharing and multiplayer online gaming.</p>	<p><b>Protect Property</b></p> <p>I will follow all <a href="#">AISB BYOD Guidelines</a> so that I am prepared to learn every day. This includes, but is not limited to, coming to school with a fully charged battery, carrying my laptop in the school approved case, not leaving my laptop unattended, and backing up my data on a regular basis.</p>

Please understand that communication systems and use of the school's networks should not be considered confidential and may be monitored by the school at any time to ensure reliability, integrity, security, and appropriate use. Use of peer-to-peer (P2P) file-sharing software, torrent downloads, and any other application that can be used to transmit illegal content and/or jeopardize internet access for all members of the AISB community is unacceptable.

### Child Protection Agreement Hosting at AISB

Thank you for being a homestay parent! As a homestay parent, it is important you know your responsibilities with regard to child safeguarding.

AISB and all CEESA schools make child safeguarding a priority. As a homestay provider, you have a duty of care to provide your student/s with an adequate level of protection against all reasonable foreseeable risks or injury or abuse.

**The AISB Child Protection policy defines abuse** as follows:

- Physical abuse - non-accidental injury including burns, human bites, and beatings which have been intentionally inflicted;
- Sexual abuse - where a child is used for the sexual gratification as in obscene conversation, exposure to pornographic material, exhibitionism, molestation, incest, rape, or sexual exploitation;
- Emotional abuse - unreasonable demands in an excessive or aggressive manner such as habitual and inappropriate teasing, verbal abuse that demeans and belittles the child, bullying, and lack of love, support or guidance.

#### **Protective Practices for You**

As a homestay provider you are providing a family experience. You therefore have a responsibility to provide a level of protection against harm. You are expected to maintain appropriate behaviour in your interactions with children/young people. Your duty of care responsibilities also extends to reporting inappropriate behaviour of others towards children/young people.

#### **As a homestay parent, I will:**

- Treat every child with respect, patience, integrity, courtesy, dignity & consideration
- Use positive reinforcement rather than language that degrades or belittles students and exercise care with my use of language in my hosting capacities
- Maintain appropriate physical boundaries at all times and touch children when necessary, only in ways that are appropriate, public and non-sexual
- Report all suspected child abuse or neglect to a Counselor or a Divisional Principal or School Director and cooperate fully in any investigation of abuse or neglect of students
- Maintain confidentiality in regards to child protection issues, and cooperate fully in any investigation of abuse of children.

#### **I will not:**

- Touch or speak to a child in a sexual or other inappropriate manner
- Intentionally expose a child to embarrassment or disparagement
- Give a student tobacco, alcohol or drugs
- Enter a bathroom/bedroom without knocking and being invited in
- Accept intimate and elaborate gifts or give private gifts to students without the knowledge of their parents/guardians and school principal
- Engage in private communications with students using social media in ways that are outside my homestay relations with students. All communication with students should maintain appropriate adult-child boundaries.

I understand that, as per the CEESA code of conduct, **students will:**

- Obey all reasonable instructions given to them by their host parents and their coaches as if these instructions were given to them by their own parents. This applies to all activities, irrespective of location undertaken during the period of the CEESA sponsored event
- Refrain from smoking or any other use of tobacco, from drinking alcohol and from using drugs. Students involved with CEESA activities may not go to bars or nightclubs
- Abide by a 22:00 curfew. Schools and families may set earlier curfew times. Students must be in the home of the host parent by this time. Families may *not* extend curfew times.

Please note that visiting students in Grades 6, 7, and 8 are *not allowed out of the host's care unless chaperoned by a host parent* when they are not at AISB or with their coaches.

Neither host families nor students may negotiate changes to the CEESA regulations for students with respect to curfew, housing arrangements, the use of tobacco, alcohol or drugs or any other rules or provisions set forth by the host school. These regulations apply to all students - both those from the host school and those visiting throughout the event's duration and for visiting students. Violation of these regulations will be reported to the responsible CEESA official and to the student's chaperones and or/advisor. Students are expected to abide by these guidelines. Please expect the sponsors/chaperones to call the visiting students every night to check in with them, as this is a CEESA expectation and requirement.

The core message is that you should enjoy your interactions with young people and know that we value you in your role as as homestay parent.

- Any concerns you have regarding the health and well-being of your student and/or the young people you interact with should be referred to the school as soon as possible.
- If concerning personal information is shared with you, respond in a supportive way and refer it to the school as soon as possible.
- Confidentiality is critical in these circumstances: Share your concerns with a school counsellor or administrator who will report back to you the steps that were taken.

**CONTACTS:**

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