

PARENT-STUDENT HANDBOOK

2018 - 2019



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I. STATEMENTS OF MISSION, PURPOSE, VISION, & PHILOSOPHY

Mission Statement

The International Christian School of Vienna provides high-quality, individualized education, equipping students with Christian character to impact the nations of the world.

Vision Statement

An international school of choice where every student is valued and empowered with truth and knowledge for life.

Core Values

We value

- Christ-centered
- Instructional excellence and innovation
- Individual attention
- Global orientation and preparation
- Dedication and commitment
- Respect and esteem for others

Philosophy

INTERNATIONAL CHRISTIAN SCHOOL OF VIENNA (ICSV), located in Vienna, Austria, was founded in 1986 primarily to educate the children of English-speaking missionaries who lived in or near Vienna. The *Hilfsverein der Internationalen Christlichen Schulen*, a private school organization registered according to Austrian law, along with a Board of Directors, is responsible for the direction and administration of the school.

All ICSV students are admitted without regard to their race, color, gender, religion, ethnic origin, or socio-economic status. Students come from a wide variety of backgrounds and nations including international business, diplomatic, United Nations (UN), and missionary communities.

ICSV makes every effort to meet the spiritual, intellectual, and social needs of its students. The goal of the school is to help each student develop as a total person and learn to understand every area of life in his proper relationship to God.

As a result, ICSV considers its highest priority to be integrating the truth of God's Word into the curriculum, all student activities, student-parent-teacher relationships, business ethics, and every other aspect of the school program. All ICSV faculty and staff members have a strong, personal commitment to Jesus Christ and are dedicated professionally to serving Him in the context of evangelical Christian education.

Doctrinal Statement

- We believe the Bible to be the fully inspired, infallible, inerrant, and authoritative Word of God.
- We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in both the deity and the humanity of our Lord Jesus Christ, His virgin birth, His sinless life, in His miracles, His vicarious and atoning death through His shed blood, in His burial, His bodily resurrection, His ascension to the right hand of God the Father, and in His personal return to power and glory.
- We believe each human being is spiritually lost, sinful and utterly unable to save himself.
- We believe explicit faith in Jesus Christ and His finished work and regeneration by the Holy Spirit are absolutely essential for the salvation of lost and sinful man.
- We believe in the present ministry of the Holy Spirit, whose indwelling and filling enables the Christian to live a godly life.
- We believe in the bodily resurrection and judgment of all mankind. Believers are resurrected to enjoy eternal life with God, and unbelievers are resurrected to eternal punishment.
- We believe all who have confessed faith in the risen and ascended Son of God are members of Christ's invisible and universal church. We also believe that the local church plays an essential role in the plan and purpose of God.
- We believe in the personal return of the Lord Jesus Christ.
- We believe the primary purpose of man is to know God, glorify Him, and enjoy Him forever.

II. EDUCATIONAL PRIORITIES

Academic Goals

- To do everything possible to meet the training, instructional, and educational needs of the children who attend INTERNATIONAL CHRISTIAN SCHOOL OF VIENNA. (*Galatians 6:9-10*)
- To attain and maintain academic distinction in the scholastic program, striving for quality and improvement, rejecting mediocrity and modeling and insisting on the highest standards of excellence. (*II Timothy 2:15*)
- To establish and maintain a biblical-based philosophy of Christian education, and to integrate that philosophy practically and thoroughly into all areas of instruction and ministry. (*II Timothy 3:14-17*)
- To prepare students for and to provide assistance in the procedures for university or college admission. To consider alternative academic curricula and to add them in the future as the need and feasibility arise. (*Proverbs 24:56; Matthew 25:20-21*)

Character Goals

- To challenge each student about his own direct and individual responsibility to glorify God through body, soul, and mind in a spirit of thanksgiving and worship. (*I Corinthians 10:31*)
- To build student self-esteem by demonstrating respect and esteem for each student as a special individual, created in the image of God with unique capabilities, interests, potential and personality. (*Genesis 1:27*)
- To encourage students to establish and maintain Christian integrity in the stewardship of finances, facilities, time, talents, and relationships. (*I Peter 4:10*)
- To encourage proper care, respect and discipline for the physical body as the temple of God. (*I Corinthians 6:19,20*)
- To prepare students fundamentally in the skills of living and making wise decisions based upon an understanding of biblical principles and obedience to the Word of God and knowledge of the will of God. (*II Timothy 3:17; Romans 12:2*)
- To challenge students to maintain an exemplary and honorable testimony by words and practice, as a witness to God among all students, parents, and the local community of Vienna. (*Ephesians 5:15-16; II Corinthians 1:3-5*)

Spiritual Goals

- To lead students to Jesus Christ, to dispel them, and to train them for lifelong Christian service regardless of vocation. (*I Thessalonians 1:9*)
- To develop a genuine understanding, appreciation, and love for the local church, and to encourage active participation in it. (*Ephesians 3:8-10:21*)
- To help parents to recognize and to fulfill their God-given responsibility to train their children according to biblical principles, and to cooperate with parents in this partnership. (*Proverbs 22:6; Ephesians 6:4*)
- To encourage ICSV faculty and staff members to grow in their personal relationship with Jesus Christ, in their commitment to a local church, and to develop their gifts and abilities to the maximum potential for service. (*II Timothy 2:2*)

Community Goals

- To recognize the responsibility and opportunity of ICSV as a Christian organization in the community, operating with integrity (as salt and light), and to seek opportunities individually and corporately to present the gospel of Jesus Christ to those around us, in the power of the Holy Spirit. (*Mark 16:15*)
- To make students aware of the world and its needs, and to challenge them to discover creative ways to serve Christ in the world through their lives. (*Acts 1:8*)
- To equip students to be good citizens of the world, exemplifying discipline, graciousness and respect for authority. (*I Peter 2:13-17*)
- To assist students in becoming good family members, teaching them to love, honor and respect each member of the family and to obey their parents as a demonstration of their faith in God. (*Ephesians 6:1-3*)

Personnel Service Goals

- To recruit, select, and retain the best qualified personnel available to staff the school who demonstrate both academic excellence and Christian conviction.
- To provide equal opportunities for all candidates for positions, in accordance with the Board's non-discrimination policy.
- To develop a level of Christian relationships conducive to high quality performance and satisfaction.
- To deploy available staff in such a way as to use them as effectively as possible to achieve the school's stated goals and objectives.
- To manage the development and updating of job descriptions by appropriate administrators.
- To oversee a faculty evaluation program that contributes to the improvement of performance and professional development.
- To safeguard good relations among faculty, staff, and Board members.

Graduate Profile

ICSV is both a discipleship school and an evangelistic outreach. Students from all different religious backgrounds attend ICSV. For this reason, the graduate profile and its corresponding benchmarks represent what the ideal ICSV graduate/student would look like, not a list of graduate outcomes that all students must achieve. It is a tool whereby the school can assess how well we are accomplishing the school's mission. Our responsibility is to remain faithful to the mission of the school by offering a program that directs students to spiritual truth and provides them with opportunities for growth in all areas of their lives. We fully acknowledge that spiritual rebirth and transformation are ultimately the will and work of the Holy Spirit. If we are meeting our school's goals, then ICSV students should understand biblical truth, even if they do not personally believe it.

SPIRITUAL GOALS

- I. The graduate of ICSV will be developing a personal relationship with Jesus Christ as Savior and Lord through a recognition of his or her own spiritual nature, absolute dependence, moral inability, and the recognition of how the Trinitarian God fulfills each need, leading to action which fulfills God's design in every sphere of life.**

The ICSV graduate...

- I.1 is reflective on the human intuition of a spiritual reality.
- I.2 shows awareness of who God is as creator, redeemer, and renewer as Father, Son, and Spirit.
- I.3 is self reflective of his or her own spiritual limits, moral inabilities, and relational dependencies.
- I.4 recognizes that God meets every human need through what is accomplished and offered in Jesus' life, death, and resurrection.
- I.5 understands how the experience of the local church addresses spiritual weaknesses and needs in community.
- I.6 demonstrates motivation towards service of his/her neighbor.
- I.7 demonstrates love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.
- I.8 demonstrates a concern for another's eternal destiny and is able to articulate the Christian redemptive narrative, as well as lovingly proclaim and defend the Gospel to people of other world religions.
- I.9 has an awareness of the spiritual gifts and develops a willingness to serve others by using them.
- I.10 exhibits a developing love for God's Word.

ACADEMIC GOALS

- 1. Having received a high quality, cross-disciplinary education, a graduate of ICSV will be a lifelong learner who is equipped with a biblically-based philosophy of education and is able to integrate knowledge across all subject areas and apply these principles to life.**

The ICSV graduate will...

- I.1 approach life with curiosity, formulate and ask questions, reflect critically and creatively, and be able to solve problems.
- I.2 have been exposed to a biblical worldview through all disciplines, allowing him/her to process and apply future learning from this perspective.
- I.3 reflect on his/her own learning style, strengths, and weaknesses, in order to be successful in his/her pursuit of lifelong learning.
- I.4 use the content and skills acquired to effectively communicate, present, and defend his/her own point of view and learning.
- I.5 be well equipped to identify and pursue further high level educational and/or vocational opportunities as God calls.
- I.6 be a resilient risk-taker, willing to be counter-cultural and demonstrating original and innovative thought, in order to engage and improve the world around him/her.
- I.7 understand and demonstrate the intrinsic value of non-traditional approaches to learning and problem solving, such as through visual and performing arts.

CHARACTER GOALS

- 2. The ICSV graduate will have built and developed biblically-based character traits, applying them in all aspects of life and ministry to the glory of God.**

The ICSV graduate will...

- 2.1 demonstrate respect for self and others in both attitude and action.
- 2.2 display integrity through wise stewardship of gifts, abilities, time, relationships, and resources.
- 2.3 display empathy and compassion, humbly and selflessly putting the needs of others before his/her own.
- 2.4 demonstrate perseverance and resilience when faced with obstacles, whether personal, academic, or spiritual.
- 2.5 exhibit a conscientious attitude of responsibility based on a biblical worldview.
- 2.6 operate with a developing sense of right and wrong and be compelled to intervene in situations of injustice, standing up for the marginalized and oppressed.
- 2.7 have the ability to seek wise counsel when and where appropriate, critically analyze input, and make wise decisions based on biblical principles.
- 2.8 maintain an exemplary and honorable testimony by words and practice, as a witness for Christ among all communities of which he/she is a part.

COMMUNITY GOALS

3. The ICSV graduate will recognize the Scriptural responsibility and importance of being involved in community by following Christ's example, in that he/she will be equipped to participate in areas of community such as family, school, and church, both locally and globally, and will carry out those responsibilities with respect and integrity.

The ICSV graduate will...

- 3.1 emulate salt and light to the community as he/she demonstrates an unconditional love towards the school and both Austrian and international communities despite unforeseeable challenges.
- 4.2 seek inspiration from Scripture to determine and develop wise strategies for positively impacting these communities.
- 4.3 recognize the needs outside of his/her worldview and culture and seek creative ways to biblically utilize his/her own spiritual gifts in service.
- 4.4 be able to identify his/her own role within a community and collaborate effectively (i.e. submission to authority, leadership) in regards to that role.
- 4.5 strive to create a culture of humility, respect, and inclusivity/inclusiveness because of having been an active participant in ICSV's extracurricular activities.

(Portions of the introduction were adapted from Rift Valley Academy's Graduate Profile.)

III. ACADEMIC PROGRAM

The INTERNATIONAL CHRISTIAN SCHOOL OF VIENNA uses U.S. curriculum with an international focus. Our strong academic program equips students for entrance into US, Austrian, and international universities. Students gain a global perspective making them well suited for the international marketplace. ICSV also offers the IB Diploma Programme and IB courses to selected students in grades 11 and 12.

School Hours:

The school day begins at 8:30 and ends at 15:25. Students are dismissed at 12:00 on half days. Students are allowed to enter the school building at 07:50 and may go to their locker or classroom at 08:20. At the end of the school day, 20 minutes after school dismissal, remaining elementary students will be admitted to the After School Care Program, and remaining secondary students must be supervised by an ICSV staff member or authorized adult.

School Office Hours:

The school office is staffed to serve the ICSV community and public at the following times:

- 8:00-16:30 School Days
 - 9:00-15:00 School Calendar Holidays
- Closed Public Holidays*

Accreditation

Accredited by the Association of Christian Schools International (A.C.S.I.): October 2001

Accredited by Middle States Association of Colleges and Schools: Spring 2009

International Baccalaureate Organization (IBO): April 2015 (Diploma Program)

Full Member of European Council of International Schools: July 2012

Recognition of Public Right (Öffentlichkeitsrecht) from the Vienna School Board (Stadtschulrat für Wien) for grades 1-4: Received in March 2003 (which included the 2002-2003 school year).

Recognition of Public Right (Öffentlichkeitsrecht) from the Vienna School Board (Stadtschulrat für Wien) for grades 5-12: June 2002 (which included the 2001-2002 school year).

Recognition of Public Right—Long-term status (Öffentlichkeitsrecht auf Dauer) from the Vienna School Board (Stadtschulrat für Wien) for grades 1-12: August 2006 (which included the 2005-2006 school year).

International Baccalaureate Diploma Programme (IBDP)

ICSV offers the International Baccalaureate courses in grades 11 and 12. Students may choose to complete all of the courses required leading to an IB Diploma. Students may also choose to complete one or more IB courses as a complement to their regular ICSV High School courses, as space allows. The IB Diploma Program has unique academic requirements in many areas. Students and parents interested in the IBDP should begin exploring this program when they enter ninth grade. Students apply for the IB Diploma Program during the second semester of their tenth grade year. There is a written application and interview process, along with a review of the student's academic records when considering the placement of a candidate into the IB Diploma Program.

There are six subject areas in the IB Diploma Program along with the Diploma Core which includes a Theory of Knowledge course, Extended Essay assignment, and Creativity, Action, and Service hours. For more detailed information, please contact the ICSV IB Diploma Program Coordinator or refer to the IB Diploma Programme website (<http://www.ibo.org/programmes/diploma-programme/>).

Student Support Services

ICSV offers student support services to non-native English speakers and those who require additional academic help in order to be successful in the classroom. There is an additional fee for these services. Parents must sign an enrollment form that gives the school permission to enroll them in the Student Support Services program and to charge this additional fee.

English Language Learners (ELL)

ICSV offers an English Language Learners Program (ELL) in order to assist non-native English speaking students in raising their level of academic proficiency in English. The classroom and ELL teachers are the primary educators. Support is available by means of English language teachers, consultation, and evaluation.

Each student's English language proficiency level is assessed using testing results, work samples, and prior records. This information, together with input from the principal, ELL teachers, and classroom teachers, is used to determine the level of support needed in order to best meet the student's academic needs.

Elementary School:

- Extended Support -- This student has little or no English language skills and is in ELL in place of the German class. In addition, the student receives extra pull-out services. Pass/Fail grades are given for students receiving extended support.
- Regular Support -- This student is able to understand English instruction and complete assignments, but is not ready to work at grade level without support. The student will participate in an ELL class in place of the German class. A letter grade will be given to students who are at the regular support level.

Secondary - Middle School and High School:

- Extended Support-- Secondary students with extended support are able to understand basic English instruction and complete assignments. Students receiving this level of support will be assigned to an ELL class and ELL English class in place of a regular English and foreign language class.
- General Support -- This student is able to understand English instruction and complete assignments, but is not ready to produce work that is at grade level without support. Students receiving this level of support will have an ELL English class in place of a regular English class in grades 7 and 8. Grade 6 students will take an ELL class in place of a second foreign language.

**ICSV does not accept students with little to no English language skills in the secondary program. Exceptions may be made by administration on a case-by-case basis.*

Learning Support

ICSV offers support to students who need extra assistance in order to be successful in the classroom. Learning Support may be provided through consultation and evaluation. It may also include assistance within the classroom or in a small group setting. On occasion, ICSV is able to provide individualized support via one-on-one time with a learning support professional. Students may need to take a Learning Support class in place of English or a foreign language.

Course Scheduling

All students Primary – Grade 12 are required to be enrolled in and pass Bible class each semester.

Middle School:

Class schedules for all students will be available for pick up on the first day of school. New students and grade 6 students also receive class schedules at orientation.

Class Changes

Students have one week once new classes have started for the semester to request a class change. Students must complete an *Add/Drop Request Form* and submit it to the office. All class changes must be approved by the Secondary Principal. If the request has been approved, the student will receive a revised copy of his/her class schedule. Parents will be informed of all non-elective class changes.

Late Enrollees

New middle school students can start at any time during the year. Late enrollees will be handled according to the following guidelines:

- Depending on the point in the semester when a student enrolls, late enrollees may be required to make up work that has been assigned since the beginning of the semester.
- In some cases students who have been attending school can transfer into ICSV mid-semester and consideration will be given for work already accomplished in a previous school.

High School:

Returning high school students will make their elective choices before leaving for summer break. Class schedules for all students will be available for pick up on the first day of school. New students also receive class schedules at orientation.

Class Changes

High school students may request to drop/add a class within the first two weeks of a semester. Students in honors classes will have four weeks to request drop/add changes in their honors class. Students must complete the *Add/Drop Request Form* with the necessary teacher signatures and return it to the office. All submitted forms must be approved by the Guidance Counselor or Secondary Principal. If the request is approved, the student will receive a revised copy of his/her class schedule. Parents will be informed of all non-elective class changes.

Late Enrollees

Students who enroll in school after a quarter or semester has already begun will be admitted on an individual basis.

- Depending on the point in the semester when a student enrolls, late enrollees may be required to make up work that has been assigned since the beginning of the semester.
- In some cases students who have been attending school can transfer into ICSV mid-semester and consideration will be given for work already accomplished in a previous school.
- Each transfer student is considered individually in the transcript audit process. An effort will be made to accept as much previous work as possible.

Early Withdrawal Credit

Students leaving/dropping a course more than 2 weeks prior to the end of the semester will not receive credit for the semester. For core subjects, students must complete a semester final exam in order to receive credit. The administration reserves the right to make exceptions to this policy on a case-by-case basis.

Examination

Elementary School:

MAP Tests

Standardized achievement tests are administered to first through fifth grade students in the Fall and Spring. They are administered in order to measure achievement and to provide help in assessing student academic strengths and weaknesses in English, English Language, Science, and Mathematics.

Middle School:

MAP Tests

Standardized achievement tests are administered to students in the Fall and Spring. They are administered in order to measure achievement and to provide help in assessing student academic strengths and weaknesses in English, English Language, Science, and Mathematics.

Final Semester Examinations

Final assessments are required for eighth grade students in Algebra I and Physical Science at the end of each semester in order to obtain high school credit for these courses. Students are required to take final exams on the scheduled days. If the student misses finals due to illness, students will make up the examinations with an approved doctors note on the day of their return or receive a zero (0) grade. The final exam counts as 20% of the semester grade.

High School:

MAP Tests

MAP tests are administered in the Fall and Spring to students in grades 9 and 10. They are given in order to measure achievement and to provide help in assessing student academic strengths and weaknesses in English, English Language, Science, and Mathematics.

Standardized Examinations

Every fall the PSAT is administered to grades 10 and 11.

ICSV is a testing location for Advanced Placement (AP) and SAT testing. Information about these exams can be found at their respective websites. SAT test registration is completed by the student online. AP test registration is completed through ICSV. ICSV does not offer AP courses.

- AP: apstudent.collegeboard.org
- SAT: sat.collegeboard.org

Final Semester Examinations

Final assessments in non-IB courses in English, Mathematics, Science, Social Studies and Foreign Language are required for grades 9-12 at the end of each semester. Students are required to take final exams on the scheduled days. If the student misses finals due to illness, students will make up the examinations with an approved doctors note on the day of their return or receive a zero (0) grade. The final exam counts as 20% of the semester grade.

IB Examinations

IB examinations are coordinated through the IB Diploma Coordinator. IB students are expected to be aware of and adhere to the IB exam schedule, including all mock exams.

Grading and Report Cards

The academic year is divided into two semesters. Each semester consists of two quarters. For Elementary School and Middle School, report cards are sent out for each quarter. For High School report cards are sent out for each semester. . Report cards reflect a permanent grade and include teacher comments.

Elementary School:

Progress Reports

Progress Reports are sent out at the mid-point of each quarter for students who are not meeting grade level requirements or are new to ICSV. During the first quarter only, Progress Reports are sent home for all students.

Report Cards

Primary: Students in Primary receive a description of progress in achievement and effort on each quarter report card.

Grades 1-2: Students at this level use the follow grading scale for each course:

- E = Excellent
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

Grades 3-5: Students at this level use the follow grading scale for each course:

<i>Grade</i>	<i>Percentage</i>
A	90-100
B	80-89
C	70-79
D	65-69
F	0-64
P	Passing Grade

Middle School (Grades 6-8):

Mid-Quarter Notices

For students who have a C- or lower in any class, mid-quarter notices are sent electronically to parents/guardians at the mid-point of each quarter. Be aware that quarter-long projects and examinations are usually due in the last weeks of a quarter. Those assignments are high point value and have a large influence on the quarter grade. They have the ability to either improve or lower a student's grade in the final days of the marking period.

Report Cards

Middle school courses at ICSV are graded with a permanent grade each quarter and report cards are sent electronically at the end of each quarter. Eighth grade students taking Algebra I and Physical Science will receive a semester grade and high school credit. The individual classroom teacher, with the approval of the principal, will determine weighted factors that comprise the student's quarter grade.

ICSV uses the following grading scale for **Middle School**:

<i>Grade</i>	<i>Percentage</i>
A	90-100
B	80-89
C	70-79
D	65-69
F	0-64
P	Passing Grade

High School (Grades 9-12):

Mid-Quarter Notices

For students who have a C- or lower in any class, mid-quarter notices are sent electronically to parents/guardians at the mid-point of each quarter. Be aware that quarter-long projects and examinations are usually due in the last weeks of a quarter. Those assignments are high point value and have a large influence on the quarter grade. They have the ability to either improve or lower a student's grade in the final days of the marking period.

Mid-Semester Notices

For all high school students, mid-semester notices are sent at the end of the first and third quarters.

Report Cards

High school courses at ICSV are graded with a permanent grade each semester. Report cards are sent electronically at the end of each semester. The individual classroom teacher, with the approval of the principal, will determine weighted factors that comprise the student's semester grade.

ICSV uses the following grading scale for **High School**:

Grade Designation	Regular Courses	IB SL/Honors Courses	IB HL Courses	
A+ = 98 – 100	4.0	4.5	5.0	Honors
A = 94 – 97	4.0	4.5	5.0	Superior
A- = 93 – 90	3.7	4.2	4.7	
B+ = 87 – 89	3.3	3.8	4.3	
B = 84 – 86	3.0	3.5	4.0	Good
B- = 83 – 80	2.7	3.2	3.7	
C+ = 77 – 79	2.3	2.8	3.3	
C = 74 – 76	2.0	2.5	3.0	Acceptable
C- = 70 – 73	1.7	2.2	2.7	
D+ = 68 – 69	1.3	1.3	1.3	
D = 66 – 67	1.0	1.0	1.0	Minimal
D- = 65	0.7	0.7	0.7	
F = 0 – 64	0.00	0.00	0.00	Failure

Academic Probation Policy

Middle and High School:

The goal of this policy is to join together the student, teachers, parents and administration to motivate the student toward success. The academic probation policy is outlined below.

1. At the quarter grading period, a student with two or more F's will be placed on academic probation. Parents will be notified and a conference with the student, parents, and ICSV Staff will be scheduled. The purpose of the conference is to develop a plan to help the student raise his grades to a passing level by the next quarter grading period.
2. At the next quarter grading period, the student and parents will meet with ICSV Staff to assess progress. If improvement is seen at this point, then the student may be taken off academic probation. If no improvement is shown or grades are lower, he/she will remain on academic probation or be placed on an Academic Contract.
3. If a student is on Academic Probation for two quarter grading periods, the student will be placed on an Academic Contract. This contract will state specific academic goals for the student to achieve in the coming quarter. If the student fails to meet the goals of the contract, then this may be an indicator that ICSV is not a good fit for the student, and he/she may be asked to leave ICSV.

Homework

Homework has proven to be a valuable reinforcement of learning. Homework is not assigned over Fall Break, Christmas Break, Energy Break, or Easter Break. Exception is given for Middle and High School long-term projects and High School Honors and IB courses.

Elementary School:

The total amount of time to be spent on homework each night is:

- Primary 0-10 minutes
- Grades 1-2 0-30 minutes
- Grades 3-4 0-45 minutes
- Grade 5 0-60 minutes

Middle School:

The total amount of time to be spent on homework each night is 2 hours.

High School:

The total amount of time to be spent on homework each night should be less than 2.5 hours.

Additional homework for high school honors and IB courses is permissible.

Students enrolled in honors and IB classes should expect a heavier homework load, including homework during the summer and over breaks. The teacher will determine homework expectations and communicate those to students and parents.

Transcript Requests

An official transcript will be provided for all High School students (non-IB and IB). Official transcripts are mailed directly to universities or other institutions by written request from authorized student/parent/guardian only. High school students requesting an official transcript must complete a *Transcript Request Form* and submit it to the office at least ten (10) days in advance.

Parent-Teacher Conference Days

Elementary School:

ICSV encourages open and regular communication with parents throughout the year. A full-day and a half in the fall and a half day in the spring are set aside for the specific purpose of having these conferences.

- Fall semester: Conferences are scheduled for the parents of all students.
- Spring semester: Teachers and/or parents may request conferences. Parents will be scheduled to meet with any teachers in whose classes their child received a N/U (P-2) or D/F (3-5). In addition, parents with students new to ICSV will be scheduled to meet with the homeroom teacher.

Middle and High School:

ICSV encourages open and regular communication with parents throughout the year. A half-day in the fall is set aside for the specific purpose of having these conferences. Parents and/or teachers may request conferences. Teachers, parents, and administrators can also request conferences at other times on an as needed basis.

Post-Secondary Education

We strongly suggest that parents begin early in the education process to establish plans for their child's post-high school education and develop a clear understanding of the college/university entrance requirements. To ensure the proper placement, parents and students should check with the post-high school program that their child is interested in attending to determine exactly what type of course work, testing, and recommendations are required.

ICSV Diploma: The ICSV diploma is accepted for enrollment in US universities and colleges, as well as international universities on various continents. It is a US High School Diploma accredited by the Association of Christian School International and Middle States Association of Colleges and Schools.

International Baccalaureate Diploma: ICSV also offers the International Baccalaureate Diploma Program. Students who pursue the IB Diploma also earn the US High School Diploma. The IB Diploma is awarded by the International Baccalaureate Organization.

Matura: The ICSV High School diploma is **not** recognized as the equivalent to an Austrian Reifezeugnis ("Matura"); however, many universities recognize the IB Diploma as an equivalent school leaving certificate.

AP (Advanced Placement Exams): ICSV does not offer AP courses; however, students may still take the exams. For more information on AP exams, please see <http://www.collegeboard.com/student/testing/ap/intad.html>.

Promotion

Elementary School:

Students who receive an N/U (P-2) or D/F (3-5) in Language Arts and Math have not demonstrated the appropriate skills needed. Students in grades Primary-5 who do not demonstrate the appropriate skills (academically and socially) needed for the next grade level may not be able to promote to the next grade level.

Middle School:

Students must attain a yearly average of at least D/65% in three out of four of the following subjects: Math, English, Social Studies, and Science in order to be considered for promotion to the next grade level. Special consideration may be given to ELL and learning support students.

High School:

Students are graded on a semester basis. Half of a credit is awarded for each semester in which a student earns at least D-/65%. Students leaving/dropping a course more than 2 weeks prior to the end of the semester will not receive credit for the semester. For core subjects, students must complete a semester final exam in order to receive credit. The administration reserves the right to make exceptions to this policy on a case-by-case basis. See Graduation Requirements for a complete listing of the credits necessary for graduation from high school. Promotion to the next grade requires that the student attain 6 credits for a *Standard Transcript* or 6.5 credits for a *Recommended US College-Preparatory Transcript* each year of study.

IB students must meet the minimum graduation requirements and the requirements of the IB Diploma.

All students are required to be enrolled in and pass a Bible class each semester. Transfer students will not be required to make up Bible, but must meet all other graduation requirements.

Online courses are limited to IB students in conjunction with the IB Diploma Programme and to administration-approved grade 12 students. Approval for non-IB students may be granted if a graduation requirement cannot be met due to scheduling. Credits for core courses and for Bible cannot be met by taking online classes. A maximum of two online courses will be counted toward ICSV graduation requirements.

The administration reserves the right to make exceptions to these policies on a case-by case basis

Graduation Requirements

The following information represents the minimum credit requirements for graduation from ICSV:

	2019-2021		2022	
	Graduation Requirements	Recommended US College Preparatory	Graduation Requirements	Recommended US College Preparatory
Computer (elective beginning Class of 2021)	0.5	0.5		
Electives	9.5 (including 1 credit of Bible for each year at ICSV)	6.5 (including 1 credit of Bible for each year at ICSV)	9 (including 1 credit of Bible for each year at ICSV)	6 (including 1 credit of Bible for each year at ICSV)
English	4	4	4	4
Fine Arts	1**	2**	1**	2**
Foreign Language	2*	2*	2*	2*
Health	0.5	0.5	0.5	0.5
Mathematics	2	3 (including Algebra II)	3	4 (including Algebra II)
Physical Education	0.5**	0.5**	0.5**	0.5**
Science	2	3 (2 lab sciences including Biology)	3	4 (2 lab sciences including Biology)
Social Studies	3	4	3	4
Total Credits	25	26	25	26

*Two consecutive years of the same foreign language.

**In the case where a student is unable to obtain credit through a regularly-scheduled ICSV course, ICSV administration may grant credit through pre-approved, documented participation in a school-sponsored, extracurricular sport or fine arts activity for a maximum of .5 credit of total credits required."

IV. ATTENDANCE POLICIES

Absences/Attendance

Regular attendance and promptness are expected of all students. Both attendance and tardiness are recorded each class period. Since attendance is necessary for academic instruction to occur, when a middle or high school student misses more than twenty minutes of a class for any reason, including illness, visa or doctor's appointments, he/she will be marked absent. Students are allowed to be absent from a class a total of fourteen (14) days per semester. Absences beyond fourteen days may result in retention (repeat current grade), a failing grade with no credit earned for the high school course or involuntary disenrollment from the school. Absences include illness, doctor's appointments, visa appointments, etc. All parent email or notes related to attendance should be submitted directly to the school office or emailed to attendance@icsv.at. The administration reserves the right, in extreme circumstances and with testing, to make an exception to this policy.

Absences due to Illness

Parents should notify the School Office each day their student is absent. If the absence is due to a doctor's appointment or after five consecutive days of illness, an official Bestätigung is required for re-admittance into ICSV.

Absence from Class or School Without Permission

If a student skips a class, part of the day, or a full day of school without permission, the student will have disciplinary consequences. The first offense will result in detention time and loss of credit for all work missed. Further offenses will result in more serious consequences, which could include suspension and behavior contracts.

Attendance for Extracurricular Activities

A middle or high school student must be in class for at least the second half of the school day in order to participate that afternoon or evening in extracurricular activities, such as drama practice or performances, athletic practice or games, etc. Administration has the authority to make exceptions to this policy based upon specific situations.

Make-up Work

In all cases of absence, students are required to complete the necessary make-up work.

Elementary School:

One extra day of make-up time is given for every day a student is absent. Parents and/or students are responsible to make arrangements to obtain make-up work. Parents may email their student's homeroom teacher by 9:00am to have the missed work collected from the teachers and ready for pick-up by the end of the school day.

Middle and High School:

One class period of make-up time is given for every day a student is absent. Parents and/or students are responsible to make arrangements to obtain make-up work.

Tardies to Class

Middle and High School:

Students who arrive late to class without a written excuse from an ICSV staff member will be considered tardy. Tardies to class may result in a reduction of class participation points for the day and/or a lunch detention at the teacher's discretion in order to make-up the work and time missed from class.

After five tardies, a student will be assigned a lunch detention. Every two tardies thereafter will result in further lunch detentions. After 15 tardies, students will be subject to further consequences, which could include suspension and/or a behavior contract, and/or loss of credit for the course.

Late to School

All students who are late to school are required to pick up an *Attendance Slip* from the front desk. The school office will make the determination as to whether a tardy is excused or unexcused. Students are considered tardy if they are less than 20 minutes late to school and will fall under the "Tardies to Class" policy. If a student is over 20 minutes late to school, they will be considered to have skipped that class.

Excused Late to School: These situations are beyond an individual's control and will be excused with no detention penalty. Examples include: medical excuses with a doctor's note, massive public transportation breakdowns, Visa Office visits with documentation from the Visa Office, and extreme weather occurrences.

Unexcused Late to School: These are situations that are avoidable. Examples include oversleeping and minor traffic delays. When a student is over 20 minutes late, they will have a conference with the principal and/or detention time as determined by the principal. Excessive instances of being late to school may result in further disciplinary measures, which could include suspension, and/or behavior contracts, and/or loss of credit for the courses involved.

Withdrawing from/leaving ICSV

Parents/Guardians must notify the school office and complete a *Student Withdrawal Notification* when a student is leaving/withdrawing from ICSV. This form must be completed and submitted at least thirty (30) days before the expected leaving date in order to allow processing of withdrawal documents. As stated on the *ICSV Enrollment Contract*, tuition must be paid to the end of the month in which the student withdraws. All school fees, tuition and school resources must be paid and/or returned before official student records are released. The Administration reserves the right to make exceptions to this policy on an individual basis.

Attendance Certification

Students needing an Attendance Certification must request one from the school office via email at office@icsv.at. This form must be completed and submitted at least three (3) days in advance.

V. AWARDS

Honor Roll

Grades 3-8: Students who earn all “A’s” and “B’s” for quarter grades are placed on the Honor Roll.

Grades 9-12: Students who earn a grade point average of 3.30-3.79 for mid-semester and semester grades are placed on the Honor Roll. These students may not have “Ds” or “Fs” in any academic classes to be eligible for this honor.

Principal’s List

Grades 3-8: Students who earn all “A’s” for quarter grades are placed on the Principal’s List.

Grades 9-12: Students who earn a grade point average of 3.80 and above for mid-semester and semester grades are placed on the Principal’s List. These students may not have “Ds” or “Fs” in any academic classes to be eligible for this honor.

Senior Awards

Awards granted to graduates may be presented at the graduation ceremony.

Graduating seniors who have earned a cumulative grade point average of 3.5 or better will earn the distinction of graduating with "Honors".

Student Awards

Awards are given for special achievement in academic courses, extracurricular activities, and for spiritual growth. The faculty and the administration award these to deserving students based on area-specific criteria.

Valedictorian and Salutatorian

The valedictorian is the 12th grader with the highest grade point average and the salutatorian has the second highest average. These awards are determined by the cumulative grade point average at the end of the third quarter grading period of the senior year. To be eligible, students must have attended ICSV for four semesters including their entire senior year.

VI. BEHAVIOR INTERVENTION

Proper behavior in the classroom is an essential part of training a child. Scripture tells us “God disciplines those He loves.” Likewise, if we love our children, we must train them to behave properly. The goal of intervention is to positively influence students to behave properly and continuously make wise choices in the future. Behavioral guidelines apply to all school-sponsored activities such as field trips, extracurricular activities, etc.

The Behavior Intervention Matrix for behavior management is designed to work alongside, and in addition to, the systems that individual teachers have created for their own classrooms. The Behavior Intervention Matrix applies to behavior issues only using Referrals, In-School Suspension (ISS), and Out-of-School Suspensions (OSS) to correct inappropriate behaviors. Academic issues, such as not being prepared for class, will result in age-level appropriate interventions. The behavior intervention matrices are meant to be a guideline to be used by administrators, not definitive consequences to be used without considering each situation as unique.

Elementary School:

The elementary teachers, primary through fifth grade, and all staff that work with elementary students will use a color card system for classroom management. In this system, each color change results in an age-level appropriate consequence, determined by the homeroom teacher. Special-subject teachers will report the need for color changes to the classroom teachers.

Elementary School Behavior Intervention Matrix

(Administration reserves the right to adjust interventions when appropriate.)

More serious offenses that result in being sent to the principal will result in the following intervention steps:

Behaviors	Interventions
<ul style="list-style-type: none"> • Disrespectful Speech/Action • Disruptive Behavior • Dress Code Issues/Inappropriate Dress • Inappropriate Horseplay, Pushing, Running • Bullying, Harassment, Threat, and Intimidation • Failure to Follow Classroom/School Rules After Repeated Teacher Warnings • Insubordination • Profanity, Foul Language, Obscene Materials or Gestures • Stealing 	<p>Behaviors will result in consequences that could include: Conference with Principal, Conference with Parent, Loss of Privileges, Detention and In School Suspension (ISS). Repeated behaviors will result in progressive consequences.</p>
<ul style="list-style-type: none"> • Electronic Item(s) Usage During School Hours without Teacher Permission 	<p>Behaviors will result in consequences that could include: Confiscation and return at the end of the day, Conference with Principal, Conference with parent, Loss of Privileges, Detention and In School Suspension (ISS). Repeated behaviors will result in progressive consequences.</p>
<ul style="list-style-type: none"> • Defacing School Property/Vandalism • Forgery • Fighting or Battery • Extortion • Arson • Assault and/or Battery against a School Employee 	<p>Behaviors will result in consequences that could include: Conference with Principal, Conference with Parent, Loss of Privileges, Detention, ISS, Out of School Suspension (OSS), and possible recommendation for expulsion.</p> <p>Repeated behaviors will result in progressive consequences.</p>

Secondary Behavior Intervention Matrix

(Administration reserves the right to adjust interventions when appropriate.)

Behaviors	Interventions
<ul style="list-style-type: none"> ▪ Failure to follow classroom rules/school rules ▪ Horseplay: running in the halls, pushing, use of the building elevator ▪ Inappropriate dress or dress code issues ▪ Inappropriate public displays of affection ▪ Minor disrespectful speech/actions ▪ Minor use of profanity or coarse talk ▪ Misuse of electronic devices 	Behaviors will result in consequences that could include: Conference with Principal, Conference with Parent, Loss of Privileges, Detention and In School Suspension (ISS). Repeated behaviors will result in progressive consequences.
<ul style="list-style-type: none"> ▪ Excessive use of profanity or coarse talk ▪ Excessive tardies ▪ Leaving school without authorization ▪ Skipping classes or class without permission ▪ Forgery of documents and signatures 	Behaviors will result in consequences that could include: Conference with Principal, Conference with Parent, Loss of Privileges, Detention, ISS, Out of School Suspension (OSS). Repeated behaviors will result in progressive consequences.
<ul style="list-style-type: none"> ▪ Arson or Vandalism to School Property ▪ Assault of a school employee ▪ Bullying/Harassment/Intimidation/Threats ▪ Disorderly Conduct (serious threat to others) ▪ Extortion, attempted or otherwise ▪ Fighting ▪ Pornography on campus ▪ Stealing or Theft ▪ Unauthorized entry ▪ Underage possession of Alcohol or Tobacco on campus ▪ Use of Alcohol or Tobacco on campus, or under the influence on campus ▪ Any form of smoking on campus 	Behaviors will result in consequences that could include: Student and Parent Conference, Multiple Days of ISS or OSS, Recommended Expulsion. Repeated behaviors will result in progressive consequences.
<ul style="list-style-type: none"> ▪ Illegal Drugs: possession and/or use on campus ▪ Sexual Offenses (Physical and Verbal) including harassment, battery, and activity 	Recommended expulsion from school

Term Definitions

Lunch Detention

Students in lunch detention will be separated from other students for a silent lunch. During this time they will be completing class assignments and attendance requirements.

In-School Suspension (ISS)

Students in In-School Suspension (ISS) will be separated from other students, while still completing class assignments and attendance requirements.

Out-of-School Suspension (OSS)

Whenever a student engages in an activity requiring a suspension, a readmission conference involving the student, parents, and an administrator is scheduled.

- During the time of suspension the student is not allowed to be on campus, to attend school events (including, but not limited to concerts, games, or plays/musicals), participate in sports, or attend field trips. Attendance at all school events is forbidden.
- A student who has been suspended is required to make up all missed class work.

Repeated Interventions

Students who serve repeated detentions or suspensions without any change in behavior should expect additional consequences, up to the possibility of expulsion.

Expulsion

The school administration reserves the right to immediately expel any student who has grievously violated ICSV written and/or spoken school policies or its principles. In addition, the school administration may expel or recommend for withdrawal any student for serious or repeated misconduct and/or excessive unauthorized absences when other means of correction have failed to bring about acceptable behavior. The process leading to this decision may include student conferences, parent conferences, counseling, suspension, removal from class, loss of privileges, and probationary enrollment.

Referrals

A referral is the official documentation a teacher, staff member, or administrator completes when a student demonstrates behavior from the behavior intervention matrix. This documentation indicates the student's name, date, and the behavior exhibited.

Bullying/Harassment/Intimidation/Discrimination/Threats

ICSV desires to create a safe, caring and respectful school culture. Bullying, harassment, intimidation, and threats towards students, faculty or staff will not be tolerated. These definitions are here to clarify, but are not meant to be exhaustive.

- *Bullying*: repeated verbal, physical, social or psychological behavior that is harmful, by a group or individual, towards one or more persons. This includes cyber-bullying, which refers to bullying that is carried out through information and communication technologies.
- *Harassment*: behavior that targets an individual or group because of one's identity, race, culture, ethnic origin, religion, physical characteristics, gender, status, age, disability, etc.
- *Intimidation*: intentional behavior that would cause another to fear harm.
- *Discrimination*: less favorable treatment of others because of one's identity, race, culture or ethnic origin, religion, physical characteristics, gender, status, age or disability, etc.

ICSV does not monitor student social media accounts; however, should administration become aware of inappropriate usage that affects the school or its students, then it will need to get involved. Cyber-bullying is one example of online behavior that will not be tolerated. Adapted from: www.safeschoolshub.edu.au/resources-and-help/Glossary

Dress Code

Although standards of dress may vary from one culture to another, ICSV students are expected to dress modestly and be respectful of our diverse community in their clothing choices. It is the desire of the school to promote modesty and reduce distractions to the learning process through the ICSV dress code where academic attire, neatness, and modesty are emphasized. The ICSV dress code should be adhered to at all school activities.

General Guidelines:

- Your appearance should be neat, clean, appropriate, and should not distract from the learning environment.
- Middle and High School students may wear hats and head coverings as long as men remove them for prayer.
- If a student has a tattoo, it must be covered while he/she is at school.
- Piercings and accessories (including hats, beanies, headbands, sweatbands, etc.) that cause distractions will need to be removed or covered.

At ICSV, modesty is defined to include, but are not limited to:

- Shirts cover the stomach area even when arms are raised.
- Ladies tops must cover their cleavage.
- Clothing is not tight and/or revealing of undergarments.
- Spaghetti straps, halter-tops, single strap and strapless tops are not acceptable.
- Tights, Jeggings and leggings may only be worn under shorts and skirts of appropriate length.
- Skirts must be no shorter than 6- 8 cm (2-3 in) from the top of the knee.
- Shorts must be to mid-thigh (longer than finger tips).
- Clothing should not reference sexual themes, weapons, alcohol and drugs, violence, or inappropriate racial comments.

Students who disregard the dress code must have clothing brought to school from home to change into and will receive the resulting behavior intervention.

Child Protection Policy

ICSV values human life regardless of age, gender, race or religious affiliation. Desiring to reflect the love of Christ, ICSV expects every individual to be treated with dignity, respect and care.

Suspicion of Child Abuse and Neglect

ICSV desires to provide a safe and caring environment in which all of its students can thrive. This policy sets guidelines for identifying and reporting any suspicion of child abuse involving ICSV students. All employees and volunteer workers of ICSV who are involved with students are mandatory reporters if they have knowledge of or have observed within the scope of their duties a reasonable suspicion of child abuse. A suspicion of abuse report will be submitted to the Jugendamt (MA 11). This agency will then determine whether an abuse occurred.

Child abuse is broadly defined as inappropriate, immoral and/or unethical behavior by an adult toward a minor under the age of 18 or of one child toward another child where there is a difference in power based on age or physical, intellectual, or emotional capacity. ICSV categorizes abuse in four ways:

- Physical abuse: the inflicting of physical harm either by direct or indirect contact with the intention of hurting, controlling, or subduing a person for the purpose other than for medical needs or protection of further harm to the child, himself, or others
- Emotional abuse: the use of threats, intimidation, acts of injustice or indignity by verbal and or physical means
- Sexual abuse: the use of physical and/or emotional sexual stimuli or acts in the presence of or upon a child with or without consent
- Neglect: the failure, refusal, or inability of an adult to provide the care and protection necessary to provide for the well-being and safety of the child in one's care

ICSV acknowledges that families come from many different countries and cultures; however, we must abide by the guidelines instituted here in Austria. This policy is to inform all parents of our mandatory obligation to report to the proper authorities suspicions of abuse as defined above. It is then the Austrian Jugendamt that makes determination if an actual case of abuse has occurred.

Threats of Self Harm

ICSV staff and faculty take suspicions of abuse and threats of harm to self or others seriously. Teachers and staff refer all concerns and potential threats to the appropriate principal.

VII. GENERAL DATA PROTECTION REGULATION (GDPR)

The General Data Protection Regulation (GDPR) is a [regulation](#) in [EU law](#) on [data protection](#) and privacy for all individuals within the [European Union](#). It also addresses the export of personal data outside the EU. The GDPR aims primarily to give control to citizens and residents over their personal data and to simplify the regulatory environment for [international business](#) by unifying the regulation within the EU.

Enrollment at ICSV requires parents, guardians, and students 14 and older to sign the ICSV GDPR agreement giving the school consent to collect and utilize personal data as outlined in the ICSV Privacy Notice and Essential Services Policy at the time of enrollment/re-enrollment.

Privacy Notice with Essential Services for Parents and Students 14 and Over

What is "personal information"?

- Personal information is information that the school holds about you and which identifies you.
- This includes information such as your name, date of birth and address, as well as things like exam results, medical details and behavior records. The school may also record your religion or ethnic group. Closed Circuit TV (CCTV), photos and video recordings of you are also personal information.

How and why does the school collect and use personal information?

- We set out below examples of the different ways in which we use personal information and where this personal information comes from. The school's primary reason for using your personal information is to provide educational services to you or your child.
- We obtain information about you from admissions forms and from your child's previous school. We may also get information from professionals such as doctors and from local authorities.
- We may have information about any family circumstances which might affect your child's welfare or happiness.
- We need to tell the appropriate teachers if your child is allergic to something or might need extra help with some tasks.
- We may need information about any court orders or criminal petitions which relate to you. This is so that we can safeguard the welfare and wellbeing of your child and the other students at the school.
- We use CCTV at the front door for security reasons.
- Photos may be required for school records or identification purposes.
- Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson.
- We may send you information to keep you up to date with what is happening at the school. We use both email and the school's weekly Eagle to provide information about events and activities (including fundraising events).
- We may use information about you if we need this for historical research purposes or for statistical purposes.
- Depending on where your child will go when you leave us, we may need to provide your information to other schools, colleges and universities, or potential employers. For example, we may share information about your exam results and provide references.
- When your child takes examinations (e.g. ACT/SAT) we will need to share information about him/her with the exam company.
- We may monitor your child's use of email, the internet, and mobile electronic devices. This is to verify that your child is using technology as intended during school hours. If you would like more information about this please refer to the Parent-Student Handbook or contact office@icsv.at.
- We monitor student attendance and progress and generate progress reports, report cards, and transcripts.

Financial Information

- We process financial information about you in relation to the payment of fees. In some cases we get information about you from third parties such as credit reference agencies or from your child's previous school(s).

Sharing Personal Information with Third Parties

- Every ICSV student receives a G-Suite Google Account. At the initial log-in they receive the Google Privacy Policy. Emails are only active for students in grades four to twelve.
- In accordance with our legal obligations, we may share information with local authorities, (e.g. Department for Education).
- ICSV uses numerous educational databases, apps, and websites. Your child's name and/or email address may be needed to access these tools.
- On occasion, we may need to share information with the police.
- We may also need to share information with our legal advisors for the purpose of obtaining legal advice.
- Occasionally we may use consultants, experts and other advisors to assist the school in fulfilling its obligations and to help run the school properly. We might need to share your information with them if this is relevant to their work.
- We are required to provide information about all of our students to the Stadtschulrat (Vienna School Board).
- We may share some information with our insurance company, for example, where there is a serious incident at the school.
- If you have unpaid fees while your child is at the School we may share information about this with other schools or educational establishments to which you intend to send your child.
- If your child leaves us to attend another school we may need to provide that school with information about you that is included in the student file.
- We may share information about you with others in your family, such as another parent or step-parent.
- We may need to share information if there is an emergency, for example, if you are hurt while on school premises.
- We do not sell or rent your information to anyone.

Legal grounds for using your information

This section contains information about the legal basis that we are relying on when handling your information.

Legitimate Interests

The school relies on legitimate interest for processing data. That means that processing is necessary for the purpose of the legitimate interests pursued by the school as controller or by a third party, except where such interests are overridden by the interests or fundamental rights and the freedoms of the data subject which require protection of personal data. Specifically, the school has a legitimate interest in:

- Providing educational services to your child;
- Safeguarding and promoting the welfare of your child (and other children);
- Promoting the objects and interests of the school. This includes fundraising. It also includes making sure that we are able to enforce our rights against you, for example, so that we can contact you if unpaid school fees are due;
- Facilitating the efficient operation of the school; and
- Ensuring that all relevant legal obligations of the school are complied with.

In addition, your personal information may be processed for the legitimate interests of others. For example another school will have a legitimate interest in knowing if you have not paid school fees that are due to us. If you object to us using your information where we are relying on our legitimate interests as explained above, please contact office@icsv.at or the office staff directly.

Necessary for a Contract

We will need to use your information in order to perform our obligations under our contract with you. That means that processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. For example, we need your name and contact details so that we can update you on your child's progress and so that we can contact you for questions or concerns.

Legal Obligation

The school may need to use your information in order to comply with a legal obligation which the school is subject to, for example to report a concern about your wellbeing to Children's Services. We may also have to disclose your information to third parties such as the courts, the local authority, or the police where legally obliged to do so.

Consent

The school relies on your consent for processing data. That means that you have given consent to the processing of your personal data for one or more specific purposes.

Sending information to other countries

We may send your information to other countries where:

- we have to store information on computer servers based overseas; or
- we communicate with you or your child when you are overseas (for example, during the summer vacation if you live in a different country)

The European Commission has produced a list of countries which have adequate data protection rules. The list can be found here:

http://ec.europa.eu/justice/data-protection/international-transfers/adequacy/index_en.htm

If the country that we are sending your information to is not on the list or is not a country within the EEA (which means the European Union, Liechtenstein, Norway and Iceland), then it might not have the same level of protection for personal information as there is in Austria.

For how long do we keep your information?

We keep your information for as long as we need to in order to educate and look after your child (99 years). We will keep some information after your child has left the school, for example, in order to provide a copy of a report or transcript. In exceptional circumstances we may keep your information for a longer time than usual but we would only do so if we had a good reason and only if we are allowed to do so under the data protection law. We can keep information about you for a very long time or even indefinitely if we need this for historical, research or statistical purposes.

Where we store your personal data?

The majority of the personal data we collect will be stored and processed in Austria at our offices and in our data center(s). We will only transfer data outside of the European Economic Area where it is necessary for us to do so.

Security of processing

To ensure the integrity of data that we are processing locally we are using redundant storage devices that are physically only accessible by a limited number of ICSV employees; use digital restrictions to ensure that ICSV employees only have access to personal data that is required; and using industry standard anti malware applications. Additional offsite backups are being encrypted with secure AES encryption before they get transferred outside our local datacenter. Every ICSV employee has to sign an agreement that states that no personal data should be transferred without proper authorization.

Data Breach Notifications

In the event of a security breach of Personal Student Information or other confidential information, we notify everyone that is affected as soon as possible in accordance with applicable laws.

Changes to this privacy policy

If we make any major changes to this Privacy Policy we will post details on our website and will notify our primary contact(s) at the school via email. This policy was reviewed and updated in May 2018.

What decisions can you make about your information?

Beginning in May 2018, you will be able to make various decisions about your information. Some of these are new rights while others build on your existing rights. Your rights are as follows:

- If information is incorrect you can ask us to correct it
- You can also ask what information we hold about you and be provided with a copy
- You can ask us to delete the information that we hold about you in certain circumstances if we no longer need the information to provide your child with an education
- You can ask us to send you or another organisation certain types of information about you in a format that can be read by computer

Essential Service Providers and Applications

In order to offer students the latest educational tools we use third party service providers and applications. These service providers and applications were carefully chosen to ensure that they follow standard data protection procedures and policies. We have undertaken a detailed assessment of those providers and have concluded that they have good privacy safeguards and security features in place to prevent unauthorized access of the data we transfer to them. We currently use the following service providers and applications that are essential to our ability to meet your child's needs as outlined in the Contract.

EdAdmin (Entimex Education Pty Ltd); G Suite for Education (Google LLC); ManageBac (ManageBac LLC); NWEA MAP Testing (Northwest Evaluation Association); OpenApply (ManageBac LLC); PowerSchool (PowerSchool Group LLC); Profiportrait (Profiportrait Vertriebs GmbH).

The following information will be transferred and saved at those companies:

EdAdmin and PowerSchool (ICSV is changing from EdAdmin to PowerSchool for 2018-2019):

- **Students:** Full Name, Admission Number, Age, Age Group, Born in, Cell/Handy Number, Class, Date of Birth, Debit Order, Email, Gender, Grade, House, ID/Passport, Keyword, Language most fluent, Level, Nationality, Other Languages, Place of Birth, Preferred Name, Religion, Sibling, Student Status, StudentID, Tutor Group, Educational History, Date Enrolled, Date of leaving, Date Starting Classes, Grade Enrolled In, Graduation Date, Last Day, Leaving Comments, Leaving Explanation, Prev. Grade, Reason For Leaving, State/Province, Transferring To School, Visa Expiry Date, Visa Number, ELL Support Service, Evacuation Permission, Insurance Name, LS Support, Personal Email, Photo, Policy Number, Potassium Permission, Publicity Permission, Social Security Number, Student Support Contract on File, Student Support Services, Visa Expiry Date, Visa Attachment
- **Guardians:** Full Name, Cell/Handy Number, Email, Employer, Home/Work Phone, Language, Nationality, Profession, Relation, Title, Year Attended, Language at Home, Parental Status, Parent School ID Number, Emergency Contact information, Employer Address, Mailing Address, Residential Address, Salutation, Bank Account Name, Account Number, Bank Name, Branch Code, Branch Name, Bank Cell Number, Bank Fax Number

EdAdmin or other financial software (ICSV may be changing from EdAdmin to a new software sometime in the 2018-2019 school year):

- **Students:** Full Name, Admission Number, Age, Age Group, Born in, Cell/Handy Number, Class, Date of Birth, Debit Order, Email, Gender, Grade, House, ID/Passport, Keyword, Language most fluent, Level, Nationality, Other Languages, Place of Birth, Preferred Name, Religion, Sibling, Student Status, StudentID, Tutor Group, Educational History, Date Enrolled, Date of leaving, Date Starting Classes, Grade Enrolled In, Graduation Date, Last Day, Leaving Comments, Leaving Explanation, Prev. Grade, Reason For Leaving, State/Province, Transferring To School, Visa Expiry Date, Visa Number, ELL Support Service, Evacuation Permission, Insurance Name, LS Support, Personal Email, Photo, Policy Number, Potassium Permission, Publicity Permission, Social Security Number, Student Support Contract on File, Student Support Services, Visa Expiry Date, Visa Attachment
- **Parents/Guardians:** Full Name, Cell/Handy Number, Email, Employer, Home/Work Phone, Language, Nationality, Profession, Relation, Title, Year Attended, Language at Home, Parental Status, Parent School ID Number, Emergency Contact information, Employer Address, Mailing Address, Residential Address, Salutation, Bank Account Name, Account Number, Bank Name, Branch Code, Branch Name, Bank Cell Number, Bank Fax Number

G Suite for Education:

- **Students:** ICSV provides Google with: Last Name, First Name, Grade, Password and Assignments in Google Classroom.

Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account. When a student uses Google services, Google also collects information based on the use of those services.

Using their G Suite for Education accounts, students may access and use the following Services offered by Google described at https://gsuite.google.com/terms/user_features.html:

Gmail (only for middle and high school students), Calendar, Classroom, Contacts, Drive, Docs, Forms, Groups, Keep, Sheets, Sites, Slides, Hangouts (only for middle and high school students), Google Earth, Google Maps, Google Photos, Google Play, YouTube.

Google does not use any user personal information (or any information associated with a G Suite for Education Account) to target ads while using an G Suite for Education account.

ManageBac (IB Students only):

- **Students:** Full Name, Student ID, Email, Date of Birth, Grade
- **Parents/Guardians:** Full Name, Email

NWEA Map testing (Students in Grades 1 to 9):

- **Students:** Full Name, Date of Birth, Grade, Student Identification Number, Assigned Classroom Teacher, Classification Data (which may, but does not always, include Race, Ethnicity, Gender, Nationality, Disability Status), RIT Score (Estimation of a Student's Instructional Level), Test Responses, Growth Projections.

OpenApply (ICSV is Changing from OpenApply to PowerSchool for 2018-2019):

- **Students:** Full Name, Grade, Gender, Birth Date, Country/City of Birth, Nationality, Full Home Address, Email, Home Phone Number, Cell/Handy Number, Educational History, Language of Instruction, Reason for Leaving, Spoken Languages and Level, Lived Countries, Passport Country Nationalities, Religion, Cultural Background, Medical Information (Vaccinations, Special Needs), Arrival Date, Planned Start Date, Photo, if Provided.
- **Parents/Guardians:** Full Name, Gender, Email, Home Phone Number, Cell/Handy Number, Work Number, Full Home Address, Nationality, Ability to Communicate in English, Title/Position, Employer/Company, Work Email, Relationship, Legal Guardianship, Family Situation Details, ICSV Contact, Signatures.

Profiportrait:

- **Students:** Full Name, Grade, Birth Date, Student ID, Email, District Code, School Photo.

Education Related Providers and Applications:

The following is a listing of third party applications which may be used in certain situations depending on grade level and specific classes:

ICSV school drive; Microsoft; Folett (Destiny); Collegeboard (AP/SAT); MailChimp (Eagle Newsletter); Avararis (Phone system); Statistik Austria; Typing Club (Chromebook App); Dropbox; OpenDNS Family Shield (Cisco); Pamoja; Kognity; ICSV Facebook Page; Whatsapp (Facebook inc.); Instagram (Facebook inc.); RAZ Kids; Spelling City; Apple (icloud); Sumdog; XtraMath; Splash Math; ABC Mouse; typing.com; code.org; scratch.mit.edu; codecademy.com; padlet.com; Quizlet; NewsELA; Socrative; Kahoot; Turnitin; Seesaw; Voxer; Bitmoji (Snap Inc.); my.hrw.com(hmhco); Classdojo.com; desmos.com; mangahigh.com; classzone.com(hmhco); david.school; education.ti.com; Wabbit.codeplex.com; Edcite.com; transum.org; education.com; icsv.at (School website); video camera at the front door.

VIII. ACADEMIC HONESTY

Academic honesty is expected of all members of the ICSV school community, including students, faculty, administration, and parents.

Academic honesty means that one's own work is authentic and not a reproduction of other people's work or ideas. Academic dishonesty is engaging in any form of plagiarism, collusion or duplication of work, which is defined as:

Plagiarism: the representation of the ideas or work of another person as the person's own

Collusion: supporting someone else in their academic dishonesty, such as allowing one's work to be copied or submitted for assessment by another student

Duplication of work: the presentation of the same work for two different assignments

Cheating: use of any unauthorized source for an exam or other assignments with clearly defined requirements

The ICSV Library website contains links to sites that give detailed instructions on citing sources using different styles such as APA, MLA, Chicago/Turabian, CBE and more. Many of the sites also provide information on grammar and mechanics.

The International Christian School of Vienna prefers the use of the MLA format when acknowledging sources.

Consequences for Academic Dishonesty

ICSV takes academic dishonesty very seriously and believes in educating students and helping them learn from their mistakes. Students are responsible for their own work in all instances. Academic dishonesty will be investigated by the administration and appropriate consequences will be given based on the situation.

In general, for a first offense, students will serve detention time and be given the chance to redo the work or an alternative assignment for up to 50 percent credit. Parents will be made aware of the offense and may be called in for a conference.

For subsequent offenses, the consequences will become more severe, to include further detention and possibly suspension time, as well as the loss of any credit for the assignment.

The Principal will keep track of instances of academic dishonesty across all courses.

BYOD – Bring Your On Device Policy

Because of our desire to integrate technology into learning, all Secondary students grades 6-12 are required to have their own device at school. ICSV believes that it is important to teach digital citizenship and the positive use of technology in our school. Students are using technology, so we need to teach them how to use it appropriately. For this reason, ICSV has a BYOD program at the secondary level. Teachers use technology to enhance their teaching. Students are able to take advantage of online tools that support learning. They learn how to conduct online research, determining reliable sources and how to cite them. The BYOD program teaches our students the necessary twenty-first century skills that will prepare them for success both in their educational program and in the future.

Which device to choose?

For maximum usability and versatility in the classroom students need a Wi-Fi enabled device that has a keyboard and a battery that would provide enough power for a full school day:

- Chromebook
- Laptop
- Hybrid notebook/tablet such as a Microsoft Surface running Windows or an iPad Pro (with keyboard).
- Full-sized tablet with a keyboard

Minimum specifications

All types of Chromebooks are suitable for school. We recommend the following models:

- Acer Chromebook R11
- Samsung Chromebook Plus

Laptops, Notebooks, and MacBooks support all software that may be required in school. Below is a list of minimum specifications to think about when you decide to buy a laptop.

- Processor: Intel i5 Dual Core
- RAM: Minimum 8GB
- Screen: 11" or bigger
- Battery: Recommended Minimum of 6 hours
- Operating System: Windows 10 / OS X 10.9 (or better)
- Hard Drive: SSD Recommended

Make sure that you select a device that your student can easily transport to and from school and from class to class.

Google Classroom: Middle and High School

Middle and high school courses at ICSV utilize Google Classroom to bring classroom resources online. Teachers use this resource to communicate with students and post assignments, course materials, resources, due dates and other information. Students can submit assignments utilizing any device via Google Classroom. Students must use their ICSV student email to register access and use Google Classroom. Students who need assistance with their ICSV email address should contact the office.

Personal Electronics Usage

Elementary School:

Handies/cell phones and other electronic items (except for electronic translators used by ELL students) are restricted to before and after school use. While at school they must be stored in students' backpacks and put on silent or turned off. If a student has an electronic item out, the teacher will confiscate it, and it will not be returned until the end of the school day.

Middle and High School:

Handies/cell phones and other electronic items can be used before school, between classes, during lunch, or after school. Outside of these times, they must be stored in students' backpacks and put on silent or turned off unless the classroom teacher has instructed the student to use the device in class. Personal electronics must be stored before entering the classroom. If a student has an electronic item out without permission, the teacher will confiscate it, and it will not be returned until the end of the school day. ICSV Wi-Fi access and an ICSV Google G Suite for Education account will be given to enrolled students at the beginning of school for use in the classroom throughout the school year.

School Technology Usage

General Purpose:

- Student access to ICSV's internet connection is intended for educational purposes only.
- ICSV computers and other digital devices will be used to conduct school-related research and/or produce school-related documents or projects.
- School computers will only be used under the supervision of school personnel.

Expectations and Responsibilities:

- Students will only use their own username and password to log onto the school network and Google G Suite for Education accounts.
- Students are expected to maintain the highest ethical standards when using school computers and other digital devices, specifically avoiding plagiarism, copyright violations, cheating, and offensive or inappropriate content.
- Students will not attempt to bypass ICSV's internet filtering system or use hardware or software tools to gain access to restricted resources on the school network. Students may not use personal devices to set up "Personal Hotspots" in order to bypass the school internet filter.
- Students should not share any personal information or arrange to meet someone while on the ICSV internet unless it is part of a school project that is arranged by a teacher.
- Images of students and staff may only be taken and used for school purposes with the permission of the individual.
- ICSV is not responsible for the reliability or appropriateness of information viewed or printed by the student.
- The student is monetarily responsible for any damage – physical or electronic – to school-owned hardware or software that occurs because of abuse or negligence.
- ICSV is not responsible for damage or loss of student-owned devices when they are brought onto school property. Student-owned devices may be blocked at any time from connecting to the ICSV Wi-Fi network if it is deemed that they may present a threat to the network. ICSV does not monitor student social media accounts; however, should administration become aware of inappropriate usage that affects the school or its students, then it will need to get involved. Cyber-bullying is one example of online behavior that will not be tolerated.

Information Privacy and Storage:

- ICSV has the right to review all files stored on school computers.

Prohibitions:

- No software – including apps and plug-ins – will be downloaded and/or installed by a student unless the student is given specific instructions from a teacher to do so.

Consequences:

- If a student chooses to disobey these guidelines, the student will be suspended for one week from all ICSV computer use. Repeated violations may result in a permanent loss of computer privileges. The ICSV administration will make the final decision regarding the interpretation of these rules.

X. MIDDLE & HIGH SCHOOL EXTRACURRICULAR ACTIVITIES

Extracurricular Activities

Extracurricular activities are a vital complement to the academic curriculum at ICSV and help to produce well rounded students. ICSV behavioral guidelines apply to all school sponsored activities; including extracurricular activities. In order to participate in extracurricular activities, a current annual emergency form must be on file in the office. Students cannot practice until this form is received.

Drama/Musical Program

Middle and High school students have the opportunity to participate in a play or musical each year.

Athletic Program

Since ICSV has limited sports facilities, various public facilities are utilized for extracurricular sports activities. Students need valid transportation passes and up-to-date Emergency Medical Information forms for athletic practices and events.

After-school sports at ICSV are offered according to student interest and the availability of adult sponsorship. The following sports are offered to students and are subject to change.

Fall Sports:

Co-ed: Soccer (Middle School only)

Girls: Volleyball (High School only)

Boys: Soccer (High School only)

Winter Sports:

Girls: Basketball

Boys: Basketball

Spring Sports:

Girls: Volleyball (Middle School only)

Co-ed: Track

Athletic Eligibility

We encourage all ICSV athletes to keep academics as a top priority. Academics should be each student's first priority. The Athletic Eligibility Policy has been formulated to create a dialogue between students, principal, teacher and coach. It also provides accountability to the student.

Students with a D or F on the most recent progress report (report card or mid-quarter notice) will not be eligible for athletics until the grade improves to a C- without approval of their respective principal.

During the season athletes who receive a D or an F on a progress report or as an end of quarter grade will need to be actively working to improve that grade. The athlete may practice but may not participate in games until the student presents a note to the athletic director and the coach from the teacher of the affected class that the grade has been raised to at least a C-.

After progress reports are issued, grades will be checked for all athletes to ensure grades are not slipping. The athletic director will notify the appropriate coach and principal. The principal will determine the best course of action.

Eligibility to participate in extracurricular activities at ICSV is based on whether or not students are able to maintain their grades while investing time outside of school in other activities. In an effort to ensure that students are able to do so, grades will be checked beginning with the first quarter grading period and then at the mid-quarter and quarter grading periods for the duration of the activity. Students with two or more D's or one or more F's will be ineligible to participate until the next grading check. Students with a D or F on the most recent progress report (report card or mid-quarter notice) will not be eligible to participate in extracurricular activities until the grade improved to a C- without approval of their respective principal.

Eligibility Appeal Process

If a student becomes ineligible to participate at the quarter grade check, he/she may write a letter of appeal to the principal. The school office has the guidelines and due dates for the letters of appeal. Appeals should be received one week after the receipt of the quarter grade check.

XI. HEALTH AND MEDICAL INFORMATION

The school employs a part-time doctor who is on campus every Monday and is available for emergencies at other times. In addition, staff members are trained in CPR and first aid. Any medical questions or concerns should be brought to the attention of the school office.

Health Records and Medications

Parents are required to update their child's health record annually by completing the Annual Emergency Medical Information form including current or chronic disease/illness, allergies, current/regular medication, and immunizations. In case of an emergency, this information is required by health care providers and will be held confidentially and used only as needed.

ICSV staff are not allowed to dispense or administer medication (prescription or over-the-counter) to students. For students requiring physician-prescribed medication, staff may supervise students who can self-administer their medication. In the case of an emergency where a student is unable to self-administer their medication, then the ICSV staff will assist following instructions on the student's *ICSV Authorization for Administration of Medication at School* form.

Sickness/Illness

If a student becomes sick while at school, a parent/guardian/emergency contact will be contacted. If a student has a contagious illness or is unable to stay in class due to illness, parent/guardian/emergency contact will be asked to come and take the student home as soon as possible (maximum one hour). In case of fever, students will be sent home and should not return to school until they are without fever for 24 hours without fever-reducing medication.

In case of a serious, life-threatening illness, rescue will be called immediately and then the parent/guardian/emergency contact will be notified. If a student is taken by rescue, an authorized adult will accompany children under 14 when allowed.

Injuries at School

In the event of a serious life-threatening injury, rescue will be called immediately and then the parent/guardian/emergency contact will be contacted. If a student is taken by rescue, an authorized adult will accompany children under 14 when allowed.

If an injury is not life-threatening or serious enough to contact rescue, then the student's parent/guardian/emergency contact will be contacted for treatment instructions.

Immunizations

Austria does not have a policy of mandatory immunization for a child's admission to school. In accordance with Austrian customs and sensitivity to the diversity of cultures at ICSV, up-to-date childhood immunizations are not mandatory for school admission but strongly recommended and encouraged. While not required, immunization records are requested at admission and annually if updated as part of the ICSV Annual Medical Emergency form.

Lice

Students with lice will be sent home immediately. Students will only be allowed to return to school when accompanied by a note from the Hygienezentrum der Stadt Wien or the family doctor confirming their head is free of lice.

Nuclear Emergency

ICSV participates in the Austrian Government's program of keeping a stock of potassium iodide to give to students and adults at school in the event of a nuclear emergency. Included as part of the ICSV Annual Emergency Medical form, parents must sign consent for their child to be given this protective medication.

XII. GENERAL INFORMATION FOR STUDENTS & PARENTS

After School Care Program

ICSV students in grades Primary through 5 are eligible to participate in the After School Care Program. All elementary students not picked up by their parent/guardian 20 minutes after the end of the school day will be admitted into the After School Care Program and charged the daily rate. After school care is provided by the program director with the assistance of an additional aide(s) based on student participation. The program includes indoor activities, time on the playground, homework time, and a snack provided by the school. After school care is available for regular school days, 15:45 -17:30 and half days, 12:00 – 17:30. Charges for after school care are invoiced to the student's account by the Finance Office. Contact the ICSV Office for current rates and available discount for advanced Quarterly Registration.

All-School Communication

Weekly News: The Eagle is a weekly electronic newsletter with dates on news and events at ICSV as well as important information regarding testing and other matters. It is essential that ICSV families read the information in the Eagle in order to stay abreast of school activities. If you are not getting the Eagle, please write to eagle@icsv.at.

Website: ICSV's website can be found at www.icsv.at. Important links on the website include the school calendar, Parent Portal, and our social media pages on Facebook and Twitter. Important documents such as the Parent-Student Handbook are also available.

Calendar

The school has a yearly calendar, which can be obtained from the School Office or downloaded from the ICSV website at www.icsv.at. Please check the school's website for upcoming events at ICSV.

Campus Access and Supervision

While on campus all students must be supervised by an ICSV staff member or authorized adult. . All elementary students not picked up by their parent/guardian 20 minutes after the end of the school day will be admitted into the After School Care Program and charged the daily rate. Students on campus for an official school event, activity, meeting, etc. outside of school hours are to be supervised by an authorized adult and must leave campus immediately after the event ends. Students found unsupervised on campus will be subject to the consequences for unauthorized entry.

Cash, Electronic Devices, and Valuables

ICSV is not responsible for money, electronic devices, and valuable items brought to school. All valuables should be kept in students' lockers, and lockers should be locked at all times.

Chapel

Chapels are held weekly. They are considered a part of the Bible curriculum and are required for all students. Students are expected to be respectful during Chapel. High School boys must remove their hats during times of prayer.

Closed Campus

ICSV operates a closed campus. Parents and visitors must sign in at the reception desk in the lobby and receive a visitor's badge. Visitors not on official school business must be authorized by an administrator and should be accompanied by a staff member at all times.

Elevator

Use of the building's elevator by students is not allowed unless accompanied by a staff member or note from the school office. Unauthorized use may result in a Referral and appropriate behavior intervention.

Field Trips

Medical Information forms are sent home at the beginning of each year. They must be completed and returned to school before a child may go on any school-sponsored trip. Prior to each field trip, parents must also sign a permission slip indicating whether they wish to allow their child to participate or not. As parental assistance in the supervision of field trips is often necessary, volunteers are welcome. ICSV's behavioral guidelines apply to all school-sponsored activities, including field trips.

Occasionally teachers will take their class for the period on a short walking field trip. This may be to the park for PE, to Spar for a Health lesson, or to the pond to collect samples for a science experiment. These trips are always well supervised and contained within the class period. For these simple outings we will not go through the Field Trip process and parents will not necessarily be notified in advance.

Forms/Documents

All forms and documents required for Admissions must be filled out correctly and submitted before a student can attend classes. In addition, the following forms must be completed annually:

- Annual Emergency Medical Information Form
- Student Handbook Review and Agreement Form
- General Data Protection Regulations GDPR Agreement
- Enrollment Contract

Late Pick-up for Elementary Students

On school days, 20 minutes after school dismissal, remaining elementary students will be admitted to the After School Care Program and charged the daily rate.

Library

Students are responsible to observe Library rules as posted in the Library or as explained by the Librarian. A small fine is assessed for late books.

The library is open from 8:20 until 16:00 on school days. Online research is available. Report cards will be withheld for unpaid library fines.

Lost and Found

The school is not responsible for students' belongings. If an item is lost, please check at reception. Every month unclaimed personal items will be donated to a charity.

Lunch Program

Students may bring their own lunch or purchase lunch in the cafeteria. Students who bring their lunch will have the use of microwave ovens; however refrigeration for student lunches is not available. Students in fourth through eleventh grade will be assigned lunchroom cleanup duties on a rotating basis.

Lunch tickets can be purchased at reception. Larger quantities of tickets (10, 20, etc.) can be purchased by emailing lunch@icsv.at in advance. These tickets will be delivered to students.

Off-Campus Lunch Passes

At the end of each quarter, Middle and High School students on the Honor Roll or Principal's List are given a limited off-campus lunch pass that is valid for the following quarter. All grade 12 students are provided with an off-campus lunch pass from the second week of school. Middle School students must have a parent signature to authorize use.

Parent Portal

Access to important information about student's classes and progress can be found on ICSV's website through the Parent Portal. In addition, parents can make changes to any personal contact information. Parents are informed via email, from the School Office, about the login procedure and provided with their login information at the start of the school year. Parents are encouraged to keep their contact information current as handy numbers and email are used for emergencies and other important communication.

Parent Volunteers

Parents are encouraged to become involved in the following areas:

- elementary room parent
- library/teacher/office aides
- guest speakers in the classroom
- field trip chaperones
- school events

Parents who are interested in helping should contact the Human Resources Office.

ICSV Parent Community

Parents are encouraged to become involved by joining the ICSV Parent Community organization which is a group of parents/guardians who desire to serve the school community by welcoming and orienting new families to ICSV.

Personal Transportation Items

Roller blades, skateboards, scooters, and other transportation items are not to be used until students are off campus. If used on campus, faculty or staff members may take away and hold the item until the end of the school day.

School Emergencies and School Cancellation

Please inform ICSV of any changes to home phone numbers, handy numbers, and addresses so that we can notify you in case of emergency. This information may be updated through the Parent Portal or by notifying the office at office@icsv.at. Our school software program uses this information to quickly communicate with parents in the event of an emergency.

Parents will be notified by phone in the case of an emergency necessitating student dismissal. Students in grades 6-12 will be released to go home on public transportation.

School may be cancelled or the opening times delayed in the case of an emergency situation such as excessive snow or a public transportation strike. If school is cancelled or delayed opening in the morning before the school day begins, parents will be notified by an SMS through the phone system.

School Equipment

Students may not use school equipment without permission and supervision. Below are guidelines for the usage of specific equipment:

Copier: Students are allowed to use the school copier at a charge of 10 cent per side for black and white copies and 20 cent per side for color. Copy charges must be paid at the time of service.

Computers: Office computers are not for student use. The computers in the Library may only be used during Library hours. Classroom and lab computers may only be used under teacher supervision.

P.E. Equipment: The P.E. equipment is not available before or after school. Students are encouraged to bring their own equipment (balls, etc.) to play with before and after school.

Weight Room: Middle and High School students may only use the weight room under the supervision of a teacher who must be present at all times.

Sound and Light Board: Students are not allowed to use the sound and light board unless pre-authorized and trained.

Student I.D. Cards (Schülerausweise)

All ICSV students are issued student I.D. cards. Students should carry their I.D. cards at all times (including weekends and summers) when using public transit in Vienna.

Textbooks

All textbooks are supplied by ICSV. Students are responsible for keeping their textbooks in good condition and for removing any marks before returning them. Books should be covered. Students will be charged for replacement or damage costs in cases of loss, theft, or excessive wear. The list below is subject to change.

Calculators and other classroom items: cost of item + shipping, handling, and 20% tax.

Books and Textbooks

- Permanent Damage (writing in pen, etc.): € 1 per page
- Lost Books: Cost of book + shipping, handling, and 20% tax
- Minimal Liquid Damage: €20 OR cost of the book + shipping, handling, and 20% tax (whichever is less). If the damage is considerable, the student will pay for a replacement (see “Lost Books” above).

XIII. TUITION AND OFFICE INFORMATION

Information concerning payment of tuition and school fees is available from the ICSV Finance Office.

Late payment

Tuition must be paid in accordance to the *Enrollment Contract* signed when enrolling or re-enrolling the student. It is essential to communicate with the Finance Office and to meet your financial obligations in a timely manner. Families behind on payments for more than a quarter will be handed over to a collection agency upon prior written warning. If payment is still delayed ICSV may terminate the schooling contract and dis-enroll the student by way of a notice in writing to the parent/guardian. Such a termination takes effect at the end of the quarter of the giving of such notice. Legal costs incurred by ICSV in the recovery of the outstanding fees will be borne by the parent/guardian. For grade twelve students, if tuition and fees are not paid according to the agreed upon schedule in the *Enrollment Contract*, parents are advised that at any time during the school year the ICSV administration reserves the right to terminate the schooling contract and dis-enroll the student. The student may lose the privilege of participating in the Senior Trip and other graduation activities.

Record Requests

Transcripts (available for all ICSV High School Students):

- Complete an ICSV Transcript Request Form (available in the office)
- Allow ten business days to process
- Official transcripts are mailed or emailed when possible directly to universities or other institutions by request only.

Report Cards- Official Copies:

- Email request to office@icsv.at
- Allow two business days to process

Attendance Letter/Schulbestätigung:

- Email request to office@icsv.at
- Allow three business days to process

Release of School Records

No student records (report card, transcript, special testing records, etc.) will be released to parents or forwarded to a school until:

- all tuition and fees are paid in full.
- all library books/fines are returned/paid.
- all textbooks are returned and any fines for damages or losses are paid.
- all athletic team uniforms are returned.

Student Accidents

Should a student be injured on school property or while participating in an official school activity off campus, please contact the Office for an accident report form.

Withdrawing from/leaving ICSV

Parents/Guardians must notify the school office and complete a *Student Withdrawal Notification* when a student is withdrawing from/ leaving ICSV. This form must be completed and submitted at least thirty (30) days before the expected leaving date in order to allow processing of withdrawal documents. As stated on the *ICSV Enrollment Contract*, tuition must be paid to the end of the month in which the student withdraws. All school fees, tuition and school resources must be paid and/or returned before official student records are released. The administration reserves the right to make exceptions to this policy on an individual basis.

XIII. ICSV COMPLAINT PROCEDURE

Parent Appeal Process (Grievance Policy)

Parents who have questions or concerns about policies or decisions are encouraged to first approach the teacher or staff member most closely related to the situation. After having done so, if the parent does not feel that a mutual understanding has been met, he/she may contact the school's principal, who will work with them to resolve the issue. In the rare instance where this course of action does not provide satisfaction, the parent may take their concern to the director. As a last resort, parents have the right to appeal in writing to the ICSV school board that will work with the director to bring closure to the situation. The written appeal must be submitted to the board secretary, who will present the appeal to the school board. In the case of student expulsion, the parents have the right to appeal in writing to the ICSV school board within five days of the director's decision. The board will consider the appeal in light of all available information and will notify the parents/guardians of its decision.