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Dear Parents,

We are very pleased to welcome you to the 2017-2018 academic year at ISB.

This publication will guide you through the essential information about life at ISB. Our guidebook

- summarizes useful information about the everyday activities of the school (e.g. school day schedules, drop-off procedures, absences, late arrivals, office hours, consultation hours etc.);
- contains excerpts from the School Regulations that have previously arisen in communications with parents or have been raised as questions in prior Parent Advisory Committee meetings. This Handbook includes all points considered most important by the parents in general. However it remains the responsibility of parents to acquaint themselves with and observe the entire content of the School Regulations;
- gives information about ISB's academic programme, curriculum, communication channels, discipline methods and buildings.

Should you have any questions, we are happy to be at your disposal (please see contact details in point 2.1).



1. MISSION

ABOUT US

The International School of Budapest was founded in 1996. ISB is an English-Hungarian bilingual international school in Hungary. We provide an international based education in a caring environment to children from 5 to 18 years old, including preparatory, primary, middle and secondary school education.

OUR MISSION AND PHILOSOPHY

The mission of the International School of Budapest to provide high quality and balanced education tailored to individual educational needs in order to prepare children for life-long learning both in a local and an international environment. We are striving to motivate students to study and get the most out of themselves to enjoy and appreciate their own academic progress and to become self-confident and successful adults who are able to exploit and improve their talents to achieve their own goals.

We believe that children can develop most in a positive, secure environment that gives them cooperation and support, where students, parents and teachers are partners in the learning process. We also believe it is important that our school not only inspires and supports great test results but also provides students the necessary skills for a successful life.

2. GENERAL INFORMATION

2.1 CONTACTS OF THE SCHOOL

Telephone +36 1 395 6543

Email info@isb.hu

ISB Website www.isb.hu

You are welcome to contact all teachers and staff of office and management on their ISB email address, as listed on the ISB online parent portal.

2.2 APPOINTMENTS AND OFFICE HOURS

There are office hours for each of the important sections of the school, to provide parents with information, clarification, and to answer their questions.

Teachers

All teachers have a weekly consultation hour for parents. No appointment is needed for these consultation hours. We ask you to contact the teacher by email before your visit in order to indicate your participation. You can find the list of these hours on the ISB online parent portal.

School Office

Office hours for the School Office are 8:30-10:00, and 15:00-16:30, Monday to Friday. The Office staff are at your disposal during these times.



Management

For meeting members of the Management, parents need to make an appointment with the School Secretary via email (Marianna Tod; tod@isb.hu). We kindly ask you to indicate in advance some suitable dates when requesting an appointment.

Parents are requested to use the appropriate channel of communication for questions and concerns, first consulting the teacher or homeroom teacher, then the academic heads, and finally the Principal. For administrative or financial issues, please consult the office staff first, then the Financial Manager.

2.3 CLOSING OF SCHOOL

Regular school holidays are published in the yearly school calendar and can also be followed on the ISB website.

The School Principal may order an extraordinary school closure if according to his judgement it is not possible for the required number of pupils and teachers to travel to school due to extreme weather conditions. In this case the school makes sure that all parents/pupils are informed by email as well as through the school website and Facebook.

Provision for any school-days thus missed can be made from the freely usable school-days or ordinary school holidays as determined by the Principal.

2.4 SMOKE-FREE SCHOOL

The school building or school premises within 5 meters of the building is smoke-free. Consumption of alcoholic beverages and harmful drugs throughout the school is strictly prohibited.

2.5 SCHOOL DAY SCHEDULES

The school is open during regular school days from 8:00 to 17:00 hours. On the occasion of school events, there may be extraordinary opening hours determined by the Principal. In the case of extraordinary school hours, parents will be informed through the ISB newsletter and the ISB website.

Educational work starts at 8:20 and the first class starts at 8:30, including the preparatory groups. Registration occurs between 8:20 and 8:30. This includes roll-call, discussing the day's schedule, community topics affecting the class and warm-up for classes. Pupils must stay in their classrooms from 8:20. Pupils arriving later than 8:20 are deemed as late-arrivals.

Punctual arrival at school is a critical factor for student success. Students who arrive late disrupt classroom instruction and often struggle to catch up with the day's activities. We ask our families to do everything possible to ensure that their children arrive at school on time.

Classes last for 45 minutes. The schedule of classes is as follows:

PREPARATORY AND PRIMARY DEPARTMENT		MIDDLE AND HIGH SCHOOL
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Period	from		to		Period	from		to	
Registration	from	8:20	to	8:30	Registration	from	8:20	to	8:30
Class 1	from	8:30	to	9:15	Class 1	from	8:30	to	9:15
Class 2	from	9:25	to	10:10	Class 2	from	9:25	to	10:10
Class 3	from	10:35	to	11:20	Class 3	from	10:15	to	11:00
Class 4	from	11:25	to	12:10	Class 4	from	11:25	to	12:10
Class 5	from	13:10	to	13:55	Class 5	from	12:15	to	13:00
Class 6	from	14:05	to	14:50	Class 6	from	13:40	to	14:25
Afterschool, clubs	from	15:15	to	16:00	Class 7	from	14:30	to	15:15
		16:00		17:00					
					Afterschool, clubs	from	15:25	to	16:10
							16:15		17:00

2.6 DROP-OFF PROCEDURES AND SUPERVISION

Pupils arrive at school between 8:00 and 8:15. Before school time, pupils can gather between 8:00 and 8:15 in the entrance hall and after the first bell in the classroom. Parents are kindly asked **not** to go up to the classroom with their children. Parents of Prep children may escort their children to their classroom during the first two weeks of the academic year.

Parents can enter to the territory of the Csilleberc Leisure Center with an electronic entrance card. School provides for every family two pieces of free entrance cards, which also includes the possibility of parking for unlimited time in the given academic year. Electronic Entrance cards can be received in the Office for a deposit of HUF 5 000 per card. Cards requested over this amount have a cost of HUF 15 000 per academic year.

The main building entrance will be closed and locked by the porter promptly at 9:00. This is to ensure that our children are safe and secure in their building, and so that the porter can control who enters the school during the school day.

Children can change their shoes downstairs in the school hall or on the ground floor corridors at their shoe boxes. Children can store their coats, change of clothes and PE bags in their personal lockers or shelves. For storage of PE bags in the main building there are some extra boxes in the entrance hall. After the arrival bell, pupils wait for the teacher in a disciplined manner in the classrooms or in front of classrooms designated in the timetable. Pupils in the primary department leave for their lessons to be held in the specialised classrooms accompanied by their teacher.

The school operates a duty teacher system which provides supervision for pupils before and after lessons. During this time pupils can stay in the area designated for the purpose with the teacher appointed in the duty schedule.



2.7 PICK-UP PROCEDURES

School time ends at 14:50 for the primary school grades, and 15:15 for the middle school and high school grades. Regular early leaving must be authorized by the Principal, reported in writing to the homeroom teacher and the school secretary. Occasional early leaving does not need authorization by the Principal but must be reported in writing by email to the homeroom teacher.

Important: The homeroom teacher must be informed in writing or by email of any change to students normal going-home routine. A verbal message delivered via children is not acceptable. If there is no written note or email), the school will assume that the child is supposed to go home as normal.

Children can be picked up only by their parents or persons who are designated by their parents. In terms of locations for parents picking up their children after the end of teaching time, they will be located in one of the following places:

- Preparatory: Entrance Hall, Garden, or Club location 15:00-17:00, or designated after school group room (first floor) 16:00-17:00;
- Grade 1-4: Entrance Hall, After-school study hall (designated grade classroom) 15:00-16:00, or Club location 15:00-17:00, or designated after-school group room (first floor) 16:00-17:00;
- Middle School and High School Entrance area, After-school study hall in the Middle School building 16:00-16:30, or Garden 16:30-17:00, or Club location 16:00-17:00.

The school closes at 17:00. Please make sure that children are picked up before this time. If a child is not picked up by 17:00, there will be a fee of 5.000 HUF per half hour charged by the school to the parents. Invoices about such fees will be sent to the parents electronically.

2.8 STUDENT DRESS CODE

The school, with the exception of Physical Education lessons, does not prescribe wearing a school uniform during regular teaching time. It is the parent's responsibility that the child should attend school in decent, comfortable clothes appropriate for the age and the weather, allowing for the child's daily activities. The child should have a change of clothes placed in the locker provided by the school. Pupils' clothes, hair style and looks should be clean, moderate and neat. Wearing a necklace or other jewellery that may risk an accident is not allowed. Any staff member has the right to take action to the children about being inappropriately dressed.

Using a change of shoes is compulsory – footwear meant for school use can be any comfortable fit that will not fall off your child's feet (not prone to accidents) and will not soak water through the soles.

Changing from outdoor to indoor shoes is compulsory for pupils when arriving at school and after intervals spent in the yard. Exchange shoes can be stored in the shoe racks placed in the entrance area and the ground floor corridor bearing the pupils' names. Students will be required to have **two** pairs of inside shoes, one for their primary/middle school building and an extra pair for the Specials building. This is to reduce extraneous belongings carried between buildings and reduce transition time when changing into outside attire. On the occasions of school events pupils need to wear the formal attire of the school matched with dress shoes.

For Physical Education lessons it is compulsory to wear gym clothing. Gym clothing to be purchased at the school office. Without the gym clothing that serves the pupil's safe physical training possibility,



the pupil cannot join in the exercises fully. Regular lack of gym clothing may effect the evaluation of the pupil's effort grade depending on the decision of the teaching staff.

2.9 RECESS AND OUTDOOR PLAY

At ISB we believe that fresh air and play are an essential part of our students' day. For this reason students play outside in all weather (except for the stormy strong wind and rain). Please dress your children for the actual weather and in case of need keep a warmer top in the locker. Warm coats, hats, gloves and boots/rubber boots for winter and hats and sunscreen for summer will ensure that your child is ready for outdoor play regardless of the weather.

2.10 LOST AND FOUND

Children often forget their clothes and bags in or outside the school. All lost property is collected and put in the Lost and Found Box. The Lost and Found Box is located at the reception desk in the school hall. Please check it regularly.

To avoid loss, please put the children's names into their clothing. This will help the school identify the owner and return the property.

2.11 SECURITY PROCEDURES

In our effort to make our school secure for your children the following procedures must be followed.

Car entrance card (a plastic card handed out in the Office at the beginning of school year) needs to be used when entering at the main gate of Csillebérc Leisure Centre. If you do not have a card, you will receive a slip at the gate that should be stamped in the Office and given back at the exit. As mentioned before, the porter (for other two academic buildings a teacher) will lock the front entrance to the school between 9:00 and 14:50. To gain access, the car entrance card will need to be shown and the parent needs to sign in on the attendance sheet located at the entrance.

The speed limit inside Csillebérc Campus is 20 km/hour. To ensure the safety of children it is very important to abide by this limit.

We kindly ask parents to consider that there are only two options available for bringing their children in the morning. The first option is to use the drop-off point marked next to the Middle School and in front of the main building, in which the parent will drop off the child and then move their vehicle to make way for the next vehicle. The second option is to park when space is available in the large parking area beyond the drop-off point for the main building or in the turn-around area next to the Middle School. This ensures the safety of the children at this time, as well as making it convenient and fair to all parents in seeing their child safely enter the school. The porter supervises the drop-off point in front of the main building each day to see your child safely into the school.

2.12 CLASSROOM VISITS

Both prospective and ISB Parents have the opportunity to visit the school and lessons.

For prospective parents we organise Open Days, held several times a year. These programmes offer an excellent opportunity for interested parents to get an inside view of the academic programme on



the occasion of an introductory presentation and optional lesson visits. In addition, an opportunity naturally presents itself to ask questions personally.

Apart from these, a separate day is organized for ISB parents as well, where all parents can visit lessons and other school activities of their child or children. Dates of these events are determined during the school year by the Principal and parents are informed through the ISB newsletter and the ISB website.

2.13 TOYS AND ELECTRONIC DEVICES

Pupils are obliged to keep their mobile phones switched off during the entire instruction time unless directly instructed otherwise by the teacher of a lesson. In emergency situations they can call their parents from the school office on the phone with the permission of the homeroom teacher or other adult in charge. The same rule or the accompanying teacher's directions apply for the duration of field trips.

The school assumes no responsibility for valuables and toys brought to the school, neither for their loss nor damage. We do not recommend that pupils bring them to school. Our pupils may only use portable electronic media devices with the express permission of the homeroom or subject teacher for educational purposes during instruction time.

2.14 BIRTHDAY PARTIES

Celebrating birthdays can take place as agreed with the homeroom teacher.

Food brought to school occasionally meant for communal consumption (e.g. cake) must bear the certificate of the confectionery (or other producing institution) regarding the expiry date. We kindly ask that parents check with the office staff before bringing in any consumables that may contain nuts or other allergens, as it can be dangerous to allergic students.

3. COMMUNICATION

ISB welcomes parental contribution to the friendly atmosphere of the school. Parents often offer help to each other and the school when organizing an event or other programme.

Effective communication is essential to the school's functioning. It is the responsibility of parents to remain abreast of what is happening in the school by:

- reading ISB Newsletter,
- visiting regularly the school website,
- using the digital register that can be also accessed through ISB website,
- monitoring the PAC Meetings held with parents' representatives,
- attending parents' conferences and coffee mornings,
- filling in parents' questionnaires to share their opinions.

Copies of all school communications can also be found on the ISB Parents Portal.



3.1 ISB ONLINE PARENT PORTAL

On the ISB website an internal web portal is available developed solely for the ISB parents, which can be used for school programme registration, menu choice and the completion of parent questionnaires. There are other useful functions of this page, e.g. photo gallery, display of school news and events, useful information and institutional documents etc.

Parents need to register in order to use the services of the ISB online parent portal. The procedure for registration is the following:

1. On the school website, www.isb.hu please click on the "ISB LOGIN" button on the upper right corner.
2. Click on the "Create New Account" and fill in the form with the requested data. After completing the form, click on the blue "Create new account" button.
3. An automatic message will be sent to the given email, meanwhile it will appear on the website as well (the home page will be appear and the message is under the pictures).
4. This is the first step. Then you have to wait for the administrator's approval who will activate your account.
5. You will receive a confirmation email about the activation of your account. You have to click on the link given in this letter.
6. Please click on the ISB LOGIN button.
7. Give your chosen password twice (password + confirmation of the password) and click on the "Save" button. Then you can log out. After this you can log in any time you want clicking on the ISB LOGIN button and giving your username and password.
8. After login please click on the "Parent Pages" and fill in all the requested data clicking on the given links. These data are needed to receive information and news related to your child/children when you enter into the parent portal. Once the administrator has accepted the child's/children's name, these data cannot be changed by parents.

3.2 ISB NEWSLETTER

Regular newsletters are sent out by email to the parents. These letters are available on the website as well. The newsletter contains dates and descriptions of upcoming important school programmes and activities, outstanding student achievements, or any necessary modifications made to the originally planned events and parts of the schedule. This is a critical part of our communication with parents and the school community, so please take the time to look at it regularly.

3.3 ASSEMBLY

ISB holds regularly school assemblies where parents and students can see performances played by different classes. These events are held on Friday afternoons in the Multi-Purpose room.

3.4 ISB COFFEE MORNING

Parents are welcome to attend the regular Coffee Morning events held by the school, where they can meet the members of the management and other ISB parents to have an informal talk about any topics they are interested in. The events are available separately for mothers –Mom's morning- and fathers –Dad's morning- to ensure everybody finds the theme they would like to talk or hear about.



Information about the date and venue of these event is available in the ISB newsletters and the website.

3.5 PARENT-TEACHER COMMUNICATION

ISB hosts Grade Nights as a means of facilitating communication and information between parents and teachers and the school community. Grade Nights are held at the beginning of the year, and after the first semester reports are distributed. On the first Grade Night parents can meet teachers of their child, see classrooms, and ask questions. For the second Grade Night, parents can discuss reports and ask questions.

All teachers also have an office hour each week, when they are free to meet parents by appointment. This is available every week of the school year.

Individual teachers are also available to organize class meetings and grade meetings, these can be requested by parents or by the teacher, to answer questions, and pass on information.

3.6 ISB PARENT ADVISORY COMMITTEE - PAC

ISB appreciates parents' opinion and feedback. The Parents Advisory Committee holds meetings regularly during the school year. Parents' representatives discuss with the management parents' opinions and constructive ideas, and also any offers of voluntary assistance regarding the school's educational and other activities.

3.7 DIGITAL REGISTER

Parents receive continuous up to date information from the ISB digital register about the academic progress of their child with textual evaluations, test results, grades, lesson topics and upcoming tests. It can be accessed through the ISB website. It is also useful for parents to get information about what happened in the class if their children were absent. Parents receive instructions from the school about the necessary steps to sign into the system.

3.8 SCHOOL REPORTS

Twice in each academic year, at the end of each semester, we provide a comprehensive and detailed assessment about students' performance at school. In our bilingual program, pupils in Preparatory, Grade 1, and Grade 2 receive textual evaluations; in Grades 3-8 textual evaluations are supplemented with numerical grades.

In the case of subjects learned in Hungarian students receive evaluation in compliance with the Hungarian practice; while in case of subjects studied in English students receive a textual report and assessment that fits the evaluation procedures applied in the United Kingdom. From Grade 3 upwards the English year-end report also includes the summary of the Cambridge International Examination test results. Children studying in Hungarian as well get school report officially accepted by the Hungarian state.

Hungarian school reports –blue reports with hard cover– given out at year-end must be returned to the school Office at the beginning of the following school year.



4. CURRICULUM

4.1 ACCREDITATION

ISB is a registered Cambridge International School. Cambridge International Exam Group is one of the largest accrediting organisations in Great Britain. The organisation provides qualification systems recognised worldwide for international schools. With this accreditation the school has access to the education programmes of the organisation as well as to the evaluation and examination materials which make it possible to compare pupils' achievements internationally. In addition, at the end of grades 5, 8 and 10 the children can take an official examination which offers them the excellent opportunity of gaining an internationally recognised qualification.

ISB also has a Hungarian accreditation. ISB is registered with the Ministry of Human Resources as an international and bilingual school designated as Budapesti Nemzetközi Iskola és Magyar-Angol Két Tanítási Nyelvű Általános Iskola és Gimnázium - International School of Budapest and Hungarian-English Bilingual Primary and Secondary School (Ministry ID: 035019). Thus ISB is authorised to issue an official Hungarian certificate in accordance with the Curriculum for Bilingual Schools of the Hungarian National Curriculum, accepted by all state schools in Hungary.

4.2 ACADEMIC PROGRAMME

Presently ISB provides two different academic programmes for its students. We apply our complex English Language Learning (ELL) programme in all three academic programmes to redound the children's development in English language.

International academic programme

ISB's International Programme is based on the English National Curriculum taking into consideration the needs of the modern international environment. In this programme, well-qualified native English speaker homeroom teachers and specialized teachers educate the children from preparatory class to grade 8. Teaching is conducted only in English. The main areas of the curriculum are: language (reading, writing, spelling, phonics, communication, text comprehension, literature, grammar, topics, poetry, and drama), mathematics, social studies, science, visual arts, information technology and physical education. Twice in the school year, at the end of the terms students are given a school report containing a textual evaluation in English with details corresponding to the British practice.

Students whose mother tongue is not English have the possibility to take part in an ESL (English as a Second Language) tutoring programme.

Bilingual academic programme

ISB's Bilingual Programme offers high-standard instruction for Hungarian or Hungarian speaking children with English or other mother tongue. Its curriculum follows the Curriculum Framework for Bilingual Schools of the Hungarian National Curriculum completed by teaching integrated with study groups of the International Programme in specific subjects. In ISB's complex ELL – English Language Learning programme, the English language and the subjects of Social Studies and Science are taught by native English speaker teachers in a high number of lessons per week in groups. This programme meets the requirements of the bilingual curriculum recommendation as well as exceeds these, considering that instruction is provided in an international environment and that the English language



major subjects are taught by English speaking teachers. At the end of the two terms, students receive a Hungarian school report recognised by the Hungarian state. This contains textual evaluation in both English and Hungarian.

In Grades 2-4 we still offer our bilingual program on two levels, depending on the number of English language lessons included in their weekly schedule. The revised bilingual program which levels the number of these lessons will be introduced gradually in the following three years.

ELL – English Language Learning programme

In all of ISB's academic programmes, English language is taught in our complex ELL programme. Within this programme, the students in all classes and academic programmes of a grade are placed in study groups of 3-16 members (most often 6-12 students) based on our programme of complex mixing of English language knowledge levels. All children are evaluated by our professional staff and placed appropriately in mixed-ability language learning groups. We believe in differentiated instruction, bringing all our students up to a high level and standard of English and not putting any possible limits on a student's learning development potential. Utilizing the opportunity to mix our groups is also important to promote increased social interaction within grade levels and to enhance the social and mental well-being of our children.

4.3 CAMBRIDGE INTERNATIONAL EXAMINATIONS

In ISB we place a major emphasis on continuously maintaining an excellent quality curriculum. We use the ISB personalized Cambridge International Curriculum which ensures that students in our school receive the best quality international education in Europe.

From grade 3 upwards students are sitting a Cambridge International Examination test two times per academic year. The two test results are not both public to parents: tests taken in the first semester serve internal purposes, allowing the school to evaluate the performance and recent progress of the students' knowledge in order to utilize it for continuous improvements in our international curriculum.

Grade 3 students take a test only from the subject of English. In grade 4 this is complemented with a test in Science and from grade 5 students demonstrate their knowledge every year from the subject of Mathematics as well in our Cambridge testing.

Parents receive feedback from their child's results after the second semester Cambridge testing. They are provided with test comparisons for the class as a whole, and their child's score, whether Gold, Silver, or Bronze, as an addendum to their final reports in June. The report also gives information about the final Cambridge score category and comments specifically about what the child has done well, and what he or she still needs to work on.

Parents may chose for their children to take the Cambridge test at the end of grade 5, 8 and 10 in a form that gives official Cambridge Certificate of the student's results. Fees for such examinations are financed by the individual families.

4.4 PHYSICAL EDUCATION

Daily Physical Education is provided by the school to each student as per Hungarian law. Three lessons per week are provided within the timetable during the teaching hours, while the further two are provided for in the afterschool period. The 2 lessons that are in afterschool, can be chosen from a list



of physical education activities made available to parents at the beginning of the school year. Parents can register for the chosen sport activity through the ISB online parent portal. Exemption from the 2 weekly elective classes of daily PE can be requested for good reason (e.g. participating in competitive sports) in writing. In the case of exemption request please fill out the “Exemption form for PE lessons” (please see Appendix) and discuss it with the PE teacher and the vice-principal. The exemption form is available in the office or can be downloaded from the ISB online parent portal.

According to the Hungarian law swimming is compulsory for all students in grades 2, 4, 6, 8, although exemption can be requested if the parents provide a note from an alternative swimming course or provide the school with the water safety certificate.

The exemption requests are up to the discretion of the PE instructor and the academic vice-principal in consultation with the parent.

4.5 LEARNING SUPPORT

While the staff and specialists can help with learning difficulties, ISB does have resources and programmes to support students with minor learning disabilities or physical challenges. Any one-on-one special educational needs support is provided by ISB-approved consultants and tutors. A fee for such services is paid privately by the individual families. Any educational, emotional or physical needs must be noted in detail in case of a request for such services. Screening for some disabilities is provided by certified personnel in the school. Parents must provide any available academic or psychological evaluations and reports of extra academic support the applicant is receiving.

4.6 LEARNING MATERIALS

All textbooks, course books, worksheets or other type of school materials that are necessary for acquiring the knowledge of the school curriculum are provided by ISB for the students. No extra fees are charged for such materials. The cost is included in the tuition fee.

Pupils receive the schoolbooks from the homeroom teachers and durable books registered with their names at the beginning of the academic year. Pupils are accountable for using them carefully.

4.7 FIELD TRIPS AND EXCURSIONS

ISB recognises the value of out-of-classroom educational experiences and supports them within the confines of the society and the limitations of adequate transportation options.

Teachers will keep students and parents informed of cultural, historical or career exploration opportunities. Adequate time will be reserved within the curriculum for relevant field trips or excursions organised by the School. In each school year there are 3-4 field trips organized and financed by the School. These trips enhance or strengthen particular curriculum objectives. A parental authorization form must be returned to the school prior to student participation.

There may be additional field trips which are not or only partially financed by the School. These can be longer than one day and costs to the families are considered during the organising of such trips. Based on the annual decision of the Principal, the teaching staff and the parents’ association the school may typically organize the following trips once a year:



- For students in grades 3-6 a curriculum linked field/forest school trip of more than one day within the frontiers of Hungary;
- For grade 7 students a one or more days curriculum linked field trip outside the frontiers of Hungary, particularly the Hungarian-populated areas;
- Students in grade 8 and higher can participate in a curriculum linked field trip abroad also with the objective of practising the English language in a casual setting.

4.8 AFTERSCHOOL ACTIVITIES

The goal of the after school activities programme is to provide students the opportunity to explore a variety of areas outside the academic curriculum offered during the regular school day.

Activities are generally offered in two semesters, first and second, and last for approximately 10-12 weeks per semester. Activities are designed to appeal to students of different age groups. Parts of the activities are voluntary and some of them are compulsory.

Students select activities based upon course descriptions that are available on the ISB website at the beginning of the school year. Enrolment to the activities is submitted through this portal.

Since according to Hungarian law children are required to be in the school and have some form of educational/PE activity until 16:00 for students who are not attending the compulsory activities (for either Afterschool or PE activities) the "Exemption form for afterschool" must be handed in to the Office (please see the Appendix for the form). The exemption form is available in the Office or can be downloaded from the ISB online parent portal.

4.9 ACADEMIC COMPETITIONS

There are several academic competitions organised by the school. Organisation can be within ISB students or participation in an outside competition. However it is usually within the responsibility of the teacher to decide which student should participate in a competition. Teachers will keep students and parents informed of such possibilities, and they will helpfully discuss these events with parents if they are interested. Participation fees for school-supported academic competitions that have been approved and included in the curriculum are paid by the school; all other competitions are privately funded. Extra preparation support (outside school timetable hours) may be provided voluntarily by ISB teachers, for which remuneration is financed by the individual families.

5. DISCIPLINE

ISB is striving to ensure a safe learning environment for all students. By communicating clearly what the expectations are for behaviour at ISB and by supporting students in attaining the expectations, we help them to develop the characteristics of our learner profile that will help ensure their continued success in school and beyond.

Through the school's education ISB is dedicated to convey the following values for our students:

- Responsibility for acts towards friends, classmates, parents and other communities;
- Being honest and respecting others;



- Accepting, understanding and respecting people with different backgrounds and cultures;
- Showing initiative and being proactive, communicating effectively;
- Social cooperation, contribution and teamwork;
- Independence, creativity, problem-solving and critical reasoning;
- Self-consciousness, dedication and responsible behaviour for successful academic progress and other goals.

We are accomplishing these objectives through the **Positive Behaviour Intervention Support** system. PBIS is a comprehensive positive behaviour reinforcement system that has and will continue to enhance our school and make ISB a more friendly and pleasant place to learn. The major tenet of PBIS is to reinforce and reward children's good behaviour, rather than punish behaviour that is deemed negative. By **respecting ourselves, others, our learning, and our school**, we learn to become productive and contributing members in our world community. Our children have grown to love this system, and are making wonderful progress continuously in their everyday interactions with each other, their teachers, and the school community. We believe at ISB that social and behavioural expectations are just as important as academic, and contribute to the overall education of the child.

In the rare circumstance that the above method is not sufficient we have an alternative method, which is conducted one-on-one with your child, using methods that include talk and discussion, for guiding the children toward the appropriate behaviour. A warning may be given to a pupil who disturbs the work of the group or class by their undisciplined behaviour during a lesson, or does not keep to the rules of appropriate conduct in the community, or do not observe the School Regulations. The form of such warnings are warning slips (yellow for minor discipline and a red for major discipline), that are communicated to the parents by the homeroom teacher. All the slips and their circumstances are discussed with students thoroughly. All discipline issues that require a red slip are reviewed by the Principal and his discipline committee. After a certain number of slips, students and parents are asked to attend meetings to mitigate and correct the discipline issues so that the student can get back on track and continue their academic career in good standing at ISB.

In extremely serious cases, the form of discipline can also be formal disciplinary procedure (according to Hungarian state regulations) or expulsion from the school.

6. STUDENT EXPECTATIONS

6.1 HOMEWORK REQUIREMENTS

Benefits of homework are for students to practise and reinforce skills taught in school. Students should be familiar with the work they are given for homework and be able to work on assignments with minimal parental assistance. Homework should be a positive learning experience that reinforces what has been learned at school. If homework assignments are too difficult, parents should contact their child's teacher to discuss making modifications.



6.2 SCHOOL ATTENDANCE, ABSENCES AND LATE ARRIVALS

Students who do not participate fully in the curriculum and activities designed by the school do not gain the intended educational benefits of the programme. The school asks parents to ensure that their children begin classes from the first day of school onwards and attend regularly.

In accordance with legal requirements the school keeps track of students' attendance and reports the number of absences on the school report card.

Absences

Any absence should be reported to the homeroom teacher by email on the first day of absence before 9:00 a.m.

In case of non-attendance due to illness or family reasons, a parent may justify three days per semester. In this case justification by email has to be sent to the homeroom teacher. Further absence can be either justified by a doctor in case of illness (the doctor's note must be presented to the homeroom teacher within five school days) or an ISB "Absence justification form" (see Appendix for the form) filled out, signed and handed in to the homeroom teacher in case of family reasons. The sample form is also available at the Office or can be downloaded from the ISB online parent portal.

In case of non-attendance the parent/guardian may justify a maximum of three days per semester in writing in email. Further absence due to illness can be justified by a doctor, the doctor's note must be presented to the homeroom teacher within five school-days. For absences of more than 3 days for family reasons, the school management may grant excuse for upon prior written request of the parent. (The request form is available at the school secretariat or can be downloaded from the school website.)

The student must take a grading examination if they miss 250 or more lessons in an academic year or at least 30% of the number of annual lessons of a subject. (This rule is subject to the discretion of the Principal). If the number of non-attended lessons of a pupil exceeds the specified limit already by the end of the first semester and for that reason his or her progress was not possible to be assessed by a grade, the pupil must take a grading examination at the end of the first semester.

Late arrivals

If a pupil arrives at the classroom after the beginning of registration, between 8:20 and 8:50, it counts as a late arrival to school. An arrival after 8:50 counts as a whole missed lesson.

In terms of the lessons after the first lesson, if the pupil does not arrive at the designated classroom by the start of the given lesson during school time, this counts as late arrival. For the lessons after the first lesson, if the student arrives in the classroom more than 15 minutes after the start of the given lesson it is considered as that lesson missed.

Lateness is added up in the digital register by the homeroom teacher. If the total number of lateness amounts to five, then this lateness is counted as one justified or unjustified missed lesson.

Lateness can be justified by the parent with a doctor's note or other written justification by email indicating the reason, if this justification is presented to the homeroom teacher within five school-days.



If a pupil is late regularly without a sound reason, he or she may be given a warning by the homeroom teacher and it may also affect the evaluation of the pupil's effort grade.

7. FACILITIES

7.1 LIBRARY

The school library provides an environment which is both educational and suitable for private study and small meetings. The opening hours of the school library are daily between 8:30 and 15:40. The pupils of the school can use the library only with the help of their class teachers, subject teachers or the librarian teacher. The scope of the collection in the library is:

- children's and youth literature in the Hungarian and English languages,
- popular science in the Hungarian and English languages.

The reference library comprises: encyclopaedias, dictionaries, lexicons, required reading books in quantities to provide for a whole class.

Conditions of borrowing: all teachers and employees of the school and all pupils of the school registered for the given academic year are entitled to borrow from the library. Books can be borrowed for one month; the period can be extended by one or maximum two weeks if needed. One week before the end of the academic year all borrowed books must be returned to the library. Damaged or lost books must be replaced. If the missing or damaged book is not available for purchase, please replace it by a book of similar type after consulting the librarian teacher. If the replacement doesn't take place by the last day of school, depending on the value of the book, a fine of HUF 5 000 or 10 000 may be charged to the parents. The librarian teacher organises contests and project days, receives invited guests related to the curriculum and arranges book fairs and book exchanges. The library provides obligatory school book deposits for our pupils for the purpose of library use. The library welcomes any book donations within its scope of collection.

7.2 COMPUTER LAB

The School is equipped with computer labs facilitating the education of IT and multimedia subjects. These labs are equipped with modern devices; they can be used by students only under teacher supervision for academic purposes.

8. SERVICES

8.1 STUDY HALL

In the period between the end of compulsory lessons and the end of school time, the school provides for its pupils supervised study hall, mandatory free-time activities of choice, in certain cases individual or small-group developmental activities and academic preparation for academic competitions.



8.2 HEALTH SERVICES

The school doctor and nurse are available once a month at a set date and time in the school and can be contacted by parents by email (the email address is available from the office). In the course of the academic year, the pupils participate in mandatory screening tests prescribed by law. The school doctor informs parents about screening test results in writing.

In order to prevent accidents, the school provides supervision during the intervals between lessons based on a duty schedule. The teachers on duty strive to prevent any dangerous situation arising. They report any accidents to the school Principal and the office. If necessary, the school office informs the parents. First aid kits can be found in the school office and in the staffroom of the Middle School.

For children with any regular or emergency medication/health treatment need, parents must fill out and sign the school's "Medical authorization" form (please see Appendix for the form). This form can be obtained from the office. The school asks parents to provide all necessary information to the school for such medication/health treatment in English and Hungarian (e.g. written orders from a physician, emergency medication process description etc.).

In the event of a medical emergency involving a student, a certified member of staff will provide basic first aid/CPR and contact the child's parents and the emergency medical service if needed. If you have any special instructions regarding emergency medical care, please inform the School Office in writing and fill out the school's "Medical authorization form".

8.3 LUNCH SERVICE

ISB has contracted to provide the best possible quality and variety for daily morning and afternoon snacks and hot lunches throughout the year. We offer two menu choices for lunch per day. Lunch consists of soup, hot meal with garnish and/or salads, seasonal fruit or various cakes for dessert. The menu is completed in cooperation with ISB Parent Advisory Committee.

On the ISB website a web-based menu application is available, to be used for placing 6 weekly lunch menu orders online.

APPENDIX

BUILDING MAP

EXEMPTION REQUEST FORM FOR PE LESSONS – ISB FORM

EXEMPTION REQUEST FORM FOR AFTERSCHOOL – ISB FORM

ABSENCE JUSTIFICATION FORM (3+ DAYS FAMILY REASON ABSENCES) – ISB FORM

MEDICAL AUTHORIZATION FORM