

**Budapesti Nemzetközi Iskola – International School of Budapest  
és Magyar-Angol Két Tanítási Nyelvű Általános Iskola és  
Gimnázium**



# **School Regulation**

**Academic year 2017/18**



# Contents

Introduction.....	3
I. Scope of School Regulation .....	3
II. Publicity of School Regulation .....	3
III. Student status.....	3
1. Student status.....	3
2. Admission .....	4
3. Schedule of choosing an academic program and subjects.....	4
IV. Pupils' rights .....	4
V. Pupils' responsibilities .....	6
VI. Assessment, grading examination.....	7
1. Forms of assessment .....	7
2. Requirements for progressing to upper grades .....	7
3. Organising grading and retake examinations.....	7
VII. Rules of everyday routine in the school.....	7
1. Excusing absences and their consequences .....	7
2. Excusing late arrivals and its consequences.....	8
3. Rewarding students.....	8
4. Forms of discipline.....	8
5. Dress code, electronic devices, valuables .....	9
6. Language usage in the school.....	9
7. School events.....	10
8. Field trips .....	10
9. Daily Physical Education (PE).....	10
VIII. Work schedule of the school.....	10
1. Academic year schedule .....	10
2. General work schedule.....	11
3. Ring schedule.....	11
4. Schedule of lessons .....	12
5. Lesson breaks .....	12
6. Exceptional school holidays.....	13
7. School meals.....	13
8. Schedule of extracurricular activity groups and supervision .....	13
IX. Schedule of using the rooms, equipment and premises of the school.....	13
1. Using rooms in the school .....	13



2. Using school equipment and devices .....	14
3. Schedule of using course books .....	14
4. Schedule of using the garden playground .....	15
X. Forms of providing information and expressing opinions.....	15
1. Forms of providing information .....	15
7. Forms of expressing opinions .....	16
8. Administration of official matters .....	16
Appendices .....	17
1. Rules of using the library .....	17
2. Safety, health and preventive regulations .....	17

## Introduction

The aim of the School Regulation of Budapesti Nemzetközi Iskola – International School of Budapest and Magyar–Angol Két Tanítási Nyelvű Általános Iskola és Gimnázium – Hungarian-English Bilingual Primary and Secondary School is to provide a framework for the educational teaching work in the school and to record the rules of everyday operation of the school considering before everything the common interests of the pupils attending our school and the school community.

The School Regulation are based on the Act CXC on Hungarian National Public Education 2011, EMMI (Ministry of Human Resources) Regulation 20/2012 (VIII. 31.) on the operation of educational institutions and denomination of public educational institutions with an eye on school traditions and the recommendations of the teaching staff as well as of the parent community.

## I. Scope of School Regulation

The rules of the School Regulation must be observed by the pupils of the school, the pupils' parents, the school staff and other employees. The rules in the School Regulation also apply to programs organised by the school outside school premises. Parents and students acknowledge their liability to familiarise with and observe the rules of School Regulation by signing the tuition agreement.

The rules of School Regulation must be applied as of the first day of the month following its adoption by the teaching staff.

Amendments to the School Regulation can be initiated by the teaching staff, the Parents' Association and the Pupil Council. Amendments are decided upon by the teaching staff in 30 days following the proposal. For an amendment to be carried the Operator's approval is also necessary.

## II. Publicity of School Regulation

The School Regulation are open for public inspection on the school website, in the school secretariat and in the Principal's office in the school.

The homeroom teachers recite the carried and approved School Regulation.

- to the pupils the week before the School Regulation take effect and afterwards on the first school day of every academic year,
- and to the parents at the first parent conference after approval.

## III. Student status

### 1. Student status

The student status of the child becomes effective upon registering at ISB and by signing the tuition agreement at the same time. The tuition agreement contains the means of paying the tuition contribution. The tuition agreement must be renewed every academic year.

Student status is suspended if the pupil's parent or guardian requests it in writing for a sound reason and if the Principal authorises it.

Generally, student status in the school ceases on the last day of examination in Grade 12. Student status may be terminated before completing Grade 12 if the parent or guardian requests it in writing in compliance with

the requirements set out in the tuition agreement. Academic requirements of entering higher grades are defined by the schools' Educational Program and the Admission Booklet.

## **2. Admission**

The school organizes Open Day program for enquiring parents during which, beside general orientation, visitors can gain an insight into the work going on in lessons and into school life. Application for the Open Day program can be done by filling in the online enquiry form on the school website. After this students applying to the school take part in trial day and language day program.

Application and admission procedure to the ISB high school is conducted based on the Admission Booklet published yearly.

When assessing applications, the language and study progress prerequisites specified for each department are decisive. Admission and enrolment of pupils to classes and academic programs are decided upon by the Principal considering the school reports of previous studies, and capabilities and possibilities of their integration in the school. Admitted pupils and their parents are informed in writing about the acceptance. Processing applications and enrolment are carried out continuously during school year.

Age group categorisation of pupils is based on legal regulations.

In preparatory grades or the bilingual 1<sup>st</sup> grade preliminary English knowledge is not required. When applying for other grades the lowest English language knowledge level in the given grade in the school must be reached by applying students. For middle school and high school grades it is necessary to have intermediate or advanced English proficiency.

## **3. Schedule of choosing an academic program and subjects**

In the case of our under age pupils, the right to choose an academic program and subjects is exercised by their parents. The academic program chosen by the parents is approved by the Principal in each case. The categorisation of pupils into classes and study groups is decided by the Principal.

Changing academic programs is only possible for a sound reason and if the Principal authorises it. The change of the academic program-, class-, study group or the change/drop of the mandatory and elective subjects chosen at the beginning of the year can only be requested in writing at the end of each academic year (concerning the following academic year) – except for extraordinary cases (the form is available at the school secretariat or can be downloaded from the school's website).

When the management determines the second foreign language in the international academic program and the third foreign language in the bilingual academic program the request of the parent community of the given grade is taken into account. By permission of the principal, pupils having language and/or learning difficulties are or can be exempted from learning any language other than English or Hungarian.

## **IV. Pupils' rights**

### **It is the pupil's right and responsibility to**

- familiarise with the school's School Regulation and expectations as to conduct,
- exercise their rights and possibilities set out in the School Regulation,
- meet the requirements of responsibilities set out in the School Regulation and conduct expectations.

### **It is the pupil's right to**

- have their nationality, ethnic, language, cultural, religious and denominational affiliations accepted and respected by every member of the school community,
- receive equal opportunities regardless of nationality, ethnic, language, cultural, religious and denominational affiliations, “receive orientation during education and knowledge conveyance objectively and in a multilateral manner”,
- choose the academic program which best serve the development of their individual abilities and long-term educational plans provided they meet the language requirement of the chosen program,
- receive differentiated instruction that best serves their individual abilities and inclinations,
- receive medical care from the school doctor and health counsellor,
- participate in small group talent development and tutoring lessons organised by the school,
- have their teachers consult pedagogical service institutions in order to develop them individually.

**It is the pupil’s right to choose from elective choice of subjects.**

- The school informs pupils on the list of available choices by the end of May. Pupils need to communicate their request to the school by the end of the school year. After the beginning of the school year, the selected subject can only be modified with the principal’s permission, based on a written request of the parents.
- If pupils, upon their requests, have been admitted to the subject of their choice, they are obliged to participate in it until the end of the academic year or until the end of the last lesson if the activity comes to an end before the end of the academic year.

**According to the Law of Public Education, it is mandatory for under age students to participate in supervised activities until 16:00 daily. However, it is the pupil’s right to**

- choose from extracurricular activity groups matching their interests offered by the school in the period between the end of timetabled lesson time and 16:00 o’clock.
- Pupils (parents) can orientate themselves regarding these activities from the school website.
- Pupils can sign up for these activity groups during the first week of school following the procedures published on the website.
- request exemption in writing from certain afterschool activities and, for a sound reason (e.g. providing evidence of participating in competitive sports), receive exemption twice a week at most from daily Physical Education. (The request form is available at the school secretariat or can be downloaded from the school website.)
- If pupils, upon their requests, have been admitted to the activity of their choice, they are obliged to participate in it until the end of the academic year or until the end of the last lesson if the activity comes to an end before the end of the academic year.

**It is the pupil’s right to**

- avail themselves of the study room activities pursuant to the rules in the School Regulation,
- participate in the activities of the school sports club,
- participate in other afterschool clubs whose arrangement is made possible by the school within school premises,
- avail themselves of the day-care supervision after school time,

**It is the pupil’s right to**

- receive objective and motivating evaluation regarding their academic and community work,
- turn to members of the teaching staff regarding requests, questions, suggestions or comments, receive meaningful answers to their queries within a stated time period,
- know about expectations regarding their academic work, and the type and time of tests,
- follow their own study progress,
- inspect their own corrected and evaluated works and papers and show them to their parents,

- receive advice and help in choosing a career and deciding on the course of further studies.

#### **It is the pupil's right to**

- use the furnishings, appliances and equipment of the school under the supervision of teachers,
- take school meals,
- participate in field trips and journeys within Hungary or abroad related to the curriculum organized by the teaching staff and approved by the parent community,
- participate in study and sports competitions organized by the school or other institutions.

#### **It is the pupil's right to**

- participate in the work of the school's student council and as a member of it decide about the program of one workday without teaching annually,
- publish a school newspaper under the supervision of a teacher chosen by the pupil or teacher community and to engage in editing the pupil's pages of the school's website,
- be provided the information necessary for exercising their rights.

In the course of exercising their rights, pupils may not violate the rights of other students and of the community. The community of pupils attending the same department is considered a larger pupil community.

## **V. Pupils' responsibilities**

#### **It is the pupil's responsibility to**

- accept and respect the nationality, language, cultural, religious and denominational affiliation of every member of the school community,
- participate in obligatory and elective classes and activities,
- accomplish their study and community tasks to the best of their ability and responsibly, prepare for classes and do their homework fastidiously,
- take care of their school supplies and educational appliances; and turn up for classes bringing the necessary supplies for the lessons respectively,
- support the group's learning efforts by orderly conduct during class,
- inform their parents about school events and their school achievement precisely, regularly and impartially,
- show respect and esteem when turning to peer students and to all the teachers and employees of the school,
- abide by the rules of civilized behaviour and communication all through the school time and during programmes and events organised outside school premises, the pupil's behaviour must be disciplined and their appearance suitable for the occasion,
- protect their own and others' safety and health,
- take care of the order and cleanliness in school classrooms, corridors and garden playgrounds,
- respect and protect personal and community property; in case of damages, reimburse for damages caused proportionally and equitably,
- keep to the schedule of curricular and extra-curricular lessons as well as of the intervals between lessons,
- arrive punctually to school and to lessons
- observe the rules of the school's School Regulation.

## VI. Assessment, grading examination

### 1. Forms of assessment

The school curriculum provides for varied ways for pupils to give account of the skills and knowledge they have acquired. The textual assessment and grading by a mark at the end of the year takes into account the pupils' complex accomplishments all through the year.

The major forms of assessment are:

- written summarising topical essay: pre-announced comprehensive assessment, written when completing a topic
- quiz, test: written checking of the subject matter of a few lessons at most; preliminary notification is not required
- home assignment, project/presentation to be prepared individually or in groups: this task is either written, oral or applies information and communication technology, requires individual research work, the task is to be prepared at home; a longer period of time i.e. at least a week is provided for pupils to prepare.
- oral recital / reply – assessment of the teaching matter one or more lessons verbally; preliminary notification is not required

### 2. Requirements for progressing to upper grades

At the end of the academic year, the teaching staff conference decides about the pupils' passing to upper grades. A pupil may progress:

- if his or her absences altogether and by subject do not exceed the extent set out by the provisions of the law, or in case of a larger number of absences if the pupil has passed a grading examination,
- if he or she has met the minimum requirements determined in the local curriculum (at least pass mark) for all compulsory subjects or mandatory subjects of choice.

In case of getting a fail mark at the end of the year the pupil can opt for a retake examination.

### 3. Organising grading and retake examinations

The examination periods for arranging grading examinations are: August - September and May-June. Parents are informed about the exact times of the examinations by the Principal or the Deputy Principal in charge of arrangements. Retake examinations take place in the last week of August.

Applications for the examinations must be submitted one week before the indicated examination periods the latest. At the examinations the pupil receives at least one question regarding each larger unit of course material of the given academic year so that he or she can satisfactorily give evidence of meeting the requirements of progressing to the next grade.

The result is announced when handing out the school-report or by written notice.

## VII. Rules of everyday routine in the school

### 1. Excusing absences and their consequences

Non-attendance at lessons and obligatory school activities must be certified within five teaching days in writing in all cases. In case of a pupil's absence, the parent or guardian is to inform the homeroom teacher in writing in email not later than 9 a.m. on the day of the pupil's absence. Homeroom teachers are responsible for keeping track of pupils' absences. Not providing for written certification results in unjustified lesson(s). After



10 unjustified lesson the school is obligated to inform the child protection agency and number of unjustified lessons will also affect the evaluation of the pupil's grade of effort.

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.)

Exemption from Physical Education classes can only be accepted upon presenting a doctor's note or a written request of the parent –approved by the principal– to the homeroom teacher. (The request form is available at the school secretariat or can be downloaded from the school website.)

Students must take a grading examination if they miss at least 250 lessons in an academic year or at least 30% of the number of annual lessons of a subject. 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.

## **2. Excusing late arrivals and its consequences**

The first lesson starts with registration at 8:20. The structure of the first lesson: 10 minutes registration time, then 45 minutes lesson time. 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. Regarding the first lesson, 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 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 a whole missed lesson.

Lateness is added up in the digital class register by the homeroom teacher.

Lateness can be justified for 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 might be given a warning by the homeroom teacher and it might also affect the evaluation of the pupil's grade of effort.

## **3. Rewarding students**

The school rewards pupils,

- whose behaviour and effort is exemplary,
- whose school achievements, artistic or sports achievements are outstanding,
- whose community work is exemplary,
- who represent ISB at academic, art, or sports contests and competitions with success.

The form of rewarding can be

- certificate of merit,
- laudation by the specials teacher, homeroom teacher or Principal,
- extraordinary class excursion,
- book or other reward.

## **4. Forms of discipline**

A warning might be given to pupils

- who disturb the work of the group or class by their undisciplined behaviour during a lesson,
- who do not keep to the rules of cultured and safe conduct in community before, after and between lessons,
- who regularly neglect their duties regarding studies and, achieve in schoolwork under their abilities due to their inadequate diligence,
- who do not observe the rules of the School Regulation.

Forms of warning might be:

- warning slip, yellow for minor discipline and a red for major discipline,
- warning by the homeroom teacher or specials teacher,
- reprimand by the Principal,
- formal disciplinary procedure,
- expelling from the school.

### **5. Dress code, electronic devices, valuables**

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, fit to the weather and allowing for the child's daily activities as well as that the child should have a change of clothes placed in the locker provided by the school.

Pupils' clothes, hairdo and looks should be clean, moderate and neat. Wearing make-up and colour nail polish is to be avoided except for certain school events (stage performance, carnival). 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 inside shoes is compulsory – footwear meant for this use can be any comfortable fit that will not fall off your child's feet (not prone to accidents) and will not get soaked up through the soles.

On the occasions of school events pupils need to wear the formal attire of the school matched with dress shoes.

On Physical Education lessons pupils must wear the ISB gym clothing matched with preferably dark blue or black rubber-soled trainers. Without the gym clothing that serves the pupils' safe physical training possibility, the pupil cannot join in the exercises fully. Regular lack of gym clothing may affect the evaluation of the pupil's effort grade depending on the decision of the teaching staff.

The ISB formal and gym clothing can be purchased at the school secretariat.

Pupils are obliged to keep their mobile phones switched off during the entire instruction time. In emergency situations they can call their parents from the school secretariat 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 does not assume responsibility for valuables and toys brought to the school neither for their loss or damage, we do not recommend bringing them to school. Our pupils may only use portable electronic media devices with the express permission of the homeroom teacher or specials teacher for educational purposes during the entire instruction time.

### **6. Language usage in the school**

In the international academic program, the language of teaching is English. In both bilingual academic programs, instruction is provided in English and Hungarian. Using the English language is compulsory for our pupils and teachers in classes of subjects recorded in the timetable as English language classes.

Official language for internal communication in ISB is English.

## **7. School events**

Information about thematic weeks, programmes in connection with holidays and school assemblies are indicated in the academic year schedule, the school calendar issued at the beginning of the academic year, the school website and the school newsletter published regularly.

## **8. Field trips**

In the course of the academic year, classes participate in several field trips (museum visit, museum pedagogical and library programmes, walks in the woods, visiting historic sites and memorial places, theatre visit) that are closely linked to the curriculum. Such trips are limited to one teaching day. In order for a pupil to participate in a field trip, the homeroom teacher will ask for permission from the parents and give information about their programs.

Based on the annual decision of the teaching staff and the parents' association the school might organize extra field trips once a year as follows:

- For students in grades 3-6 a curriculum linked field/forest school trip of more than one days 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 grades 8 to 12 can participate in a curriculum linked field trip abroad also with the objective of practising the English language in a casual setting.

The operator of the school determines the allocation for field trips per student for the given academic year in the annual budget of the school. To implement programs planned exceeding the allocation, 100% support of the parent community of the class is necessary.

## **9. Daily Physical Education (PE)**

As part of daily Physical Education our pupils participate on three lessons during teaching hours and can choose from various sports activities in afterschool period offered by the school two classes a week. The list of the facultative activities is publicised by the school at the beginning of the school year, applications must be submitted during the first week of school following the publication in the form set out by the school.

Exemption from the 2 weekly elective classes of daily PE can be requested in writing for a sound reason (e.g. participating in competitive sports). (The request form is available at the school secretariat or can be downloaded from the school website.)

According to Hungarian law, as a part of the PE curriculum, pupils of grades 2, 4, 6 and 8 participate in swimming training once a week. Such training occasions count as regular teaching lessons, absences must be justified by the parents in writing, by a doctor's exemption note or can be redeemed by membership in a sports association that covers swimming instruction.

# **VIII. Work schedule of the school**

## **1. Academic year schedule**

The work schedule of the school, which is prepared by the Principal based on the provisions of the law and taking into account the opinion of the school community, is approved by the teaching staff at the opening meeting of the academic year and is subsequently published on the school website. The detailed monthly work schedule is worked out by the school management taking into account the proposals of the teaching staff.



## 2. General work schedule

The school is open in the regular school time period from 8:00 to 17:00 hours. On the occasion of school events, the opening hours can be different and are determined by the Principal.

Pupils arrive to school between 8:00 and 8:20. Before school time, pupils can gather in the entrance hall of their academic buildings between 8:00 and 8:10, and from 8:10 in the classrooms.

Compulsory teaching lessons end at 14:50 in the primary department, and at 15:15 in the middle school and high school. School time ends at 15:00 for the preparatory grade, 16:00 for the primary grades and 16:10 for the other grades of the school. 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. In the period between the end of compulsory teaching lessons and the end of school time, the school provides mandatory afterschool activities of choice, study room, in certain cases individual or small-group developmental activities and preparation for academic competitions for its pupils.

At the end of school time, the parents collect the children in the entrance hall from the teachers. Collecting the children at a different time from the above can take place in the entrance hall, at the garden playground, in the designated afterschool room or at the location of the afterschool club.

During school-time, pupils may not leave the school unless the homeroom teacher, the Vice-Principal or the Principal has authorised it in writing in the way set out in the parent's written (email) request.

## 3. Bell schedule

PREPARATORY AND PRIMARY DEPARTMENT			MIDDLE SCHOOL AND HIGH SCHOOL		
Time	Bell	Description	Time	Bell	Description
8:10	Warning 1	Classroom	8:10	Warning 1	Classroom
8:20	Warning 2	Registration	8:20	Warning 2	Registration
8:30	Arrival bell	Class 1	8:30	Arrival bell	Class 1
9:15	Dismissal bell	Snack break	9:15	Dismissal bell	Snack break
9:25	Arrival bell	Class 2	9:25	Arrival bell	Class 2
10:10	Dismissal bell	Long break	10:10	Dismissal bell	Short break
10:27	Warning 1		10:15	Arrival bell	Class 3
10:30	Warning 2		11:00	Dismissal bell	Long break
10:35	Arrival bell	Class 3	11:25	Arrival bell	Class 4
11:20	Dismissal bell	Short break	12:10	Dismissal bell	Short break
11:25	Arrival bell	Class 4	12:15	Arrival bell	Class 5
12:10	Dismissal bell	Lunch break	13:00	Dismissal bell	Lunch break
12:35	Bell	Lunch change	13:30	Warning	
13:00	Warning		13:40	Arrival bell	Class 6
13:10	Arrival bell	Class 5	14:25	Dismissal bell	Short break
13:55	Dismissal bell	Snack break	14:30	Arrival bell	Class 7



14:05	Arrival bell	Class 6	15:15	Dismissal bell	End of compulsory classes
14:50	Dismissal bell	End of compulsory classes	15:25	Arrival bell	Study Hall/Free time activities
15:10	Warning		16:10	Dismissal bell	End of school time
15:15	Arrival bell	Free time activities	16:15	Arrival bell	Free time activities
16:00	Dismissal bell	End of school time	17:00	Closing time	Closing time
17:00	Closing time	Closing time			

#### 4. Schedule of lessons

Educational work starts at 8:20, in the preparatory groups as well. Between 8:20 and 8:30 we are holding registration, which is the part of the first lesson and includes a roll-call, discussing the day's schedule and the community topics affecting the class, as well as warming up for classes. Pupils must stay in their classrooms from 8:20, arriving later than that are counted as late arrival.

After the arrival bell, pupils wait for the teacher in a disciplined manner in the classrooms or in front of the specialised 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.

Classes last for 45 minutes. Schedule of classes:

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

#### 5. Lesson breaks

Breaks are spent either in the garden playground or in the classrooms depending on the weather. During breaks supervision for pupils is provided by the teachers on duty designated in the duty schedule. After a break spent in the garden playground pupils of the primary department line up in the garden with their class. After that, they change shoes and return to their classrooms. During a garden playground break pupils may not stay in the school building unless supervised by a teacher. The schedule for using the garden playground is determined by the Principal. Toys to be used in the garden playground can be requested at reception, and must be returned to reception after the break.

## **6. Exceptional school holidays**

The school Principal may order an extraordinary school holiday if in his or her judgement it cannot be provided in safe circumstances that the pupils and teachers reaching the required number to perform the task get to school due to extreme weather conditions, or their stay in the school building is not safe.

In the case of ordering an extraordinary school holiday, the school makes sure that all parents/pupils and teachers are informed in email as well as through the school website.

Rectifying the school-days missed the above way can be effectuated from the freely usable school-days or ordinary school holidays as determined by the Principal.

## **7. School meals**

Meals during school-time (morning snack, lunch, afternoon snack) are provided by the school by means of a contracted service provider unless the parent has indicated differing needs.

Morning snacks can be consumed during the morning snack break, afternoon snacks can be consumed in the afternoon snack break or after teaching time. Catering for lunch is done in turns. The pupils proceed to the dining hall in groups accompanied by teachers.

Pupils may supplement school meals by food packets brought from home if the packet does not contain sweets, unhealthy nibbles or drinks.

For field trips, pupils are provided cold packs from the canteen.

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.

## **8. Schedule of extracurricular activity groups and supervision**

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

After the end of school time (16:00;16:10) until the closing time (17:00), the school provides supervision and paid clubs.

For the schedule of afterschool activities and the study room the code of conduct expectations for school lessons apply.

# **IX. Schedule of using the rooms, equipment and premises of the school**

## **1. Using rooms in the school**

Pupils may stay in the classrooms after the first sounding of the bell at 8:10 a.m. until the end of teaching except for the rooms accommodating the day-care home. During intervals and in case of bad weather in the long breaks, pupils may stay in their classrooms supervised by the teacher on duty.

It is the collective responsibility of both pupils and teachers to protect the tidiness and cleanliness of the classrooms and specialised classrooms they use as well as to use the furnishing and equipment in them attentively and for the intended purpose. The pupils participating in afterschool activities and the teachers supervising them are responsible for preserving the tidiness and cleanliness of classrooms, specialised classrooms and the garden playground used for the activities, and for preserving the intactness of the the

furnishing and equipment in them. Using the classrooms of the school for the purpose of providing development, tutoring, afterschool activities, study circles or clubs is to be authorized by the school Principal.

Pupils may not use the specialised classrooms unless supervised by a teacher. The groups using the specialised classrooms with the supervision of the instructor are responsible for leaving the classroom in good order for the next group. Further rules regarding the usage of specialised classrooms will be outlined by the specialised teachers on the occasion of the first lesson.

In the computer room, the supervising teacher is responsible that pupils switch off each computer after usage. Pupils of the school may not stay in the computer room without teacher supervision.

Pupils can use the lockers placed in the corridors and in the classrooms bearing their names to store coats and changes of clothes. Changing outdoor shoes is compulsory for pupils when arriving at school and after intervals spent in the yard. Exchange shoes can be stored on shoe racks positioned at the entrances of the school buildings.

The multipurpose room on the ground floor of the main building accommodates PE classes, school assemblies, inter-school competitions, meetings, drama pedagogic sessions, theatre performances, concerts and community programmes. Using the multipurpose room can take place following the order determined by the Principal and must be authorized by the Principal. Pupils may not use the multipurpose room and the stage unless supervised by a teacher.

Our pupils can use the gym and sports grounds at times agreed upon with Csillebérce Szabadidő Központ (Csillebérc Leisure Centre) before the beginning of the academic year. Pupils proceed to the gym in groups accompanied by teachers in a disciplined, orderly manner. Pupils can change clothes in the dressing rooms of the gym. For staying in the dressing rooms, the code of conduct expectations for school lessons apply. A pupil exempted from the PE lesson takes his or her place in the room as directed by the PE teacher.

The schedule of using the library is determined in the library rules.

## **2. Using school equipment and devices**

Pupils are responsible for using the furnishing and equipment of the school for the intended purposes, preserving their intactness and cleanliness and in case of losing them or doing wilful damage for replacing them.

Pupils may use the demonstrative and educational aids stored in the classroom by permission of and supervised by the teacher for their intended purposes. The specialised teachers outline the rules applicable to using computers, experimental and drawing instruments, gymnastics apparatus and library books on the occasion of the first lesson.

Toys to be used in the yard can be requested at reception in intervals, and must be returned to reception after the interval. The pupil requesting the toy is responsible for returning it. During afterschool activities, afterschool pupils and their supervising teachers are responsible for supervising yard toys.

Pupils are obliged to replace or reimburse the price of long-term use textbooks (including the English curriculum reading books) and library books they lose or make useless.

## **3. Schedule of using course books**

Course books necessary for the pupils are purchased by the school in compliance with the Hungarian state regulation about schoolbook provision. Book orders –after listening to the professional opinion of the project leading teacher- are prepared by competent staff member appointed by the principal. The principal informs parents about the group of ordered course books, then gives opportunity to parents to express their opinion. The principal sends the book order data electronically to the operator and request the written approval from the operator.

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

Pupils must use the reading books of the English curriculum according to the schedule determined by the specialised teachers.

The library provides obligatory schoolbook deposits to students for the purpose of library use. Schoolbooks and teacher guidebooks can be borrowed by the students and teachers respectively in the period defined by the teacher responsible for the library.

#### **4. Schedule of using the garden playground**

For using the garden playground and the sports ground in the garden playground the regulations issued by the Principal for the teaching staff at the beginning of the academic year or occasionally apply.

Pupils may not stay in the garden playground unless supervised by a teacher and may only leave it with the permission of the teacher on duty. The teacher on duty decides about using given areas of the garden playground depending on the weather and the age groups of pupils staying in the garden. The schedule of using the artificial turf sports-ground in the garden playground is determined by the school Principal.

During the interval meant for using the garden playground pupils may not stay in the school building unless by permission and if the reception service is informed.

## **X. Forms of providing information and expressing opinions**

### **1. Forms of providing information**

The school management regularly informs the pupils and their parents by means of a regularly maintained school website and newsletter about current news of school, useful information and upcoming events. The newsletters are sent to parents by email and can be read on the school website. It is the parents' liability to regularly follow all the information published in these newsletters.

A separate web surface (ISB online parent portal) is operated within the school website that is exclusively available for the parents of pupils attending the school. By means of the internal portal, applications can be submitted for afterschool clubs, lunch menu can be chosen, parent questionnaires or polls can be filled out, important school documents can be downloaded and information can be found about the programs of classes and the school.

A digital register can be accessed from the school website as well, where parents can follow the children's academic progress: grades, textual evaluations, other assessments, appraisals, warnings, number of absences and lateness as well as information about lesson topics. The school provides a secure, individual access to parents and guardians to the register. It is the parents' responsibility to check the digital register entries regularly. The digital register serves as a tool for a regular communication among parents, staff and various departments of the school.

Beside the above, the school and the homeroom teachers communicate with the parents by means of email.

Public school documents can be found on the school website and/or can be inspected in the Principal's office.

Also, the teachers and specialised teachers of the school are available during office hours announced at school level to provide information about pupils' school progress.

It is the parent's right to inspect the child's corrected tests and papers.



## **7. Forms of expressing opinions**

Pupils' and parents' opinions can be forwarded to the school management both individually and in groups (via Pupil Council and Parents Advisory Committee representatives) verbally or in writing.

Expressing an opinion verbally can be done during office hours. Consultation with management staff is only possible after making an appointment with the school secretary. Expressing written opinions (e.g. email) can be done continuously at any time. The school management respond to the issues raised within 30 days.

## **8. Administration of official matters**

Administration of official matters at the school secretariat takes place from Monday to Friday between 8:30-10:00 and 15:00-16:30 hours.

Concerning other matters, our teachers or the school management can be contacted by email or phone or in the office hours indicated on the school internal website.

## Appendices

### 1. Rules of using the library

The opening hours of the school library are: daily between 8:30 and 15:40 hours. The pupils of the school can use the library with the help of their homeroom teachers, specialised teachers or the librarian teacher. The scope of collection of 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. The volumes in the reference library can be read on the premises or can be placed in the classes for long-term use. The library provides obligatory schoolbook deposits for our pupils for the purpose of library use.

Pupils participate in regular library lessons at times determined in their timetable in the Hungarian first language and the complex English language learning programmes. The aims of library lessons are: familiarising with prominent works and authors of Hungarian and international children's and youth literature, orientating in the library and among print media, practising data collection in connection with specified research and that of individual interest, preparation for academic competitions.

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 upon request 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 reimburse the purchase price or replace it by a book of similar type after consulting the librarian teacher.

The school library keeps regular contact with the children's library in Ugocsa street in district XII, Budapest of Fővárosi Szabó Ervin Könyvtár (Metropolitan Ervin Szabó Library-we join in their programmes, enter their reader programmes and competitions, visit their thematic programmes and rely on their help in searching for materials.

The librarian teacher organises contests and project days, receives invited guests related to the curriculum and arranges book fairs and book exchanges.

The library welcomes any book donations within its scope of collection.

### 2. Safety, health and preventive regulations

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

The teachers and employees of the school participate in fire-protection training at the beginning of each academic year. The homeroom teachers and the teachers instructing Environmental Studies/Natural Science talk over with pupils in their classes the accident prevention and fire protection rules to be observed in the school. The school management organises a fire drill practice twice a year and discusses the experiences gained with the community of employees, teachers and pupils. The regular checking and maintenance of the fire alarm system operating in the school is provided under contract by Csillebérci Szabadidő Központ (Csillebérc Leisure Centre). The fire protection documents of the school can be inspected at the school secretariat.

The school doctor and health counsellor are available once a month at a set date and time in the school or can be contacted by parents by email. In the course of the academic year, the pupils participate in mandatory screening tests prescribed by the law. The school doctor informs the parents about the screening test results.



In order to prevent school accidents, the school provides supervision for the time of the intervals between lessons based on a duty schedule. The teachers on duty strive to prevent forming dangerous situations and report accidents, if any, to the school Principal. If necessary, the school secretariat informs the parents. First aid kits can be found at the school secretariat and the staffroom of the Middle School.

If student might need any special –not general- kind of health treatment in the school (e.g. allergies, asthma, regular medicine dosage, application of special lifesaving methods etc.), the parent/guardian needs to fill out the school’s “Medical authorization declaration” that is to be handed in to the school secretariat. (The request form is available at the school secretariat or can be downloaded from the school website.)