



**INTERNATIONAL
SCHOOL OF
BUDAPEST**

Smart Education.
Smart Life.

ISB Parent Handbook

2022-
2023

CONTENTS

1. MISSION.....	5
ABOUT US.....	5
OUR PHILOSOPHY.....	5
2. GENERAL INFORMATION.....	5
2.1 CONTACTING THE SCHOOL.....	5
2.2 OFFICE HOURS.....	5
2.3 CLOSING OF SCHOOL.....	6
2.4 SMOKE-FREE SCHOOL.....	6
2.5 SCHOOL DAY SCHEDULES.....	6
2022-23 Bell Times.....	7
Elementary.....	7
MS.....	7
HS.....	7
Registration.....	7
8-8:15.....	7
Period 1.....	7
8:15-9.....	7
Period 2.....	7
9:10-9:55.....	7
Period 3a.....	7
Outside.....	7
10-10:45.....	7
Period 3b.....	7
10:25-11:10.....	7
Outside.....	7
10:50-11:10.....	7
Period 4.....	7
11:15-12:00.....	7
Period 5a.....	7
1 2 3 4 lunch.....	7
12:05-12:50.....	7
Period 5b.....	7
13:00- 13:45.....	7

5 6 7 8 lunch	7
9 10 11 12 lunch	7
Period 6	7
13:50-14:35	7
Period 7	7
After School clubs / supervision	7
14:40-15:25	7
Period 8	7
(15:30-16:15).....	7
2.6 DROP-OFF PROCEDURES AND SUPERVISION	7
2.7 PICK-UP PROCEDURES	8
2.8 STUDENT DRESS CODE	9
2.9 RECESS AND OUTDOOR PLAY	10
2.10 LOST AND FOUND.....	10
2.11 SECURITY PROCEDURES.....	10
2.12 CLASSROOM VISITS.....	11
2.13 TOYS AND ELECTRONIC DEVICES – Preparatory to Grade 8.....	11
2.15 BIRTHDAY PARTIES	11
3. COMMUNICATION.....	12
3.1 ISB ONLINE PARENT PAGE	12
3.2 ISB BULLETIN	12
3.3 ISB NEWSLETTER.....	12
3.4 SCHOOL ASSEMBLY.....	12
3.5 PARENT-TEACHER COMMUNICATION.....	13
3.6 ISB PARENT TEACHER ASSOCIATION - PTA.....	13
3.7 DIGITAL E-REGISTER	13
3.8 SCHOOL REPORTS – Prep through Grade 8.....	13
4. CURRICULUM.....	14
4.1 ACCREDITATION	14
Additionally, ISB is an accredited IB World School. From September 2020 we offer the IB Diploma Programme in our High School. If you want to learn more about this, please email to our High School Vice Principal Ms. Vera Kováts: vera.kovats@isb.hu	14
4.2 ACADEMIC PROGRAMME.....	14
4.3 INTERNAL EXAMINATIONS	15
4.3.2. Hungarian Competency Testing	16

4.4 PHYSICAL EDUCATION	16
4.5 LEARNING SUPPORT	17
4.6 LEARNING MATERIALS.....	17
4.7 FIELD TRIPS AND EXCURSIONS	17
4.8 AFTERSCHOOL ACTIVITIES	18
4.9 ACADEMIC COMPETITIONS	18
5. DISCIPLINE	18
6. STUDENT EXPECTATIONS	19
6.1 HOMEWORK REQUIREMENTS.....	19
6.2 SCHOOL ATTENDANCE, ABSENCES AND LATE ARRIVALS	19
7. FACILITIES	20
7.1 LIBRARY	20
8. SERVICES.....	21
8.1 STUDY HALL	21
8.2 HEALTH SERVICES	21
8.3 LUNCH SERVICE	21
APPENDIX	23
EXEMPTION REQUEST FORM FOR PE LESSONS – ISB FORM	23
EXEMPTION REQUEST FORM FOR AFTERSCHOOL – ISB FORM.....	23
ABSENCE JUSTIFICATION FORM (5+ DAYS FAMILY REASON ABSENCES) – ISB FORM.....	23
MEDICAL AUTHORIZATION FORM.....	23

Dear Parents,

We are very pleased to welcome you to the 2022-2023 academic year at the International School of Budapest!

This publication will guide you through the essential information about life at ISB, both for new parents and those who have been with us for years. Our handbook:

- Summarizes useful information about the everyday activities of the school (e.g. drop-off procedures, absences, late arrivals, office hours, consultation hours, etc.).
- Gives information about ISB's academic programme, curriculum, communication channels, discipline methods and buildings, as well as distance learning protocols.
- 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 points considered most important by ISB parents in general. (n.b.: However, it remains the responsibility of parents to familiarise themselves with and adhere to the entire contents of the School Regulations.)

Should you have any questions, we are happily at your disposal (please see contact details in section 2.1).

1. MISSION

ABOUT US

The International School of Budapest was founded in 1996. ISB is the largest English-Hungarian bilingual international school in Hungary. We provide an internationally minded education in a caring environment to children from 5 to 21 years old, including preparatory, elementary, middle, and high school education.

OUR PHILOSOPHY

The philosophy 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 strive 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 good citizens of our global community.

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. We place extra emphasis on our values: independence, creativity, problem-solving and critical thinking; responsibility, self-confidence and a dedication to learning; honesty and respect; accepting, understanding and respecting different cultures; proactivity and taking initiative; social cooperation, contribution and teamwork.

2. GENERAL INFORMATION

2.1 CONTACTING THE SCHOOL

Telephone +36 1 395 6543, +36 70 427 3985

Email info@isb.hu office@isb.hu

ISB Website www.isb.hu

2.2 OFFICE HOURS

Teachers

All teachers have a weekly consultation hour for parents. Parents may book this time with any of their child's teachers through the online register (eKreta), or by contacting the teacher by email before your visit in order to indicate your participation. You can find the list of these hours on eKreta.

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, no appointment is needed.

Leadership

For meeting members of the Leadership, parents may make an appointment with the School Secretary, who will be happy to help you, or via direct email. We kindly ask you to indicate in advance some suitable dates and times 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 - should the issue still be unsolved - the Vice Principals, and finally the Principal. For administrative or financial issues, please consult the office staff first, then the Operations 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 or other unforeseen circumstances. 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.

In case of distance learning protocols being enacted by the Principal or the government, please see the distance learning section at the end of this handbook.

2.4 SMOKE-FREE SCHOOL

The school buildings and premises within 5 meters of the buildings and playgrounds are smoke-free. Smoking is only allowed at designated smoking areas on campus. Students, even those over the age of 18, are strictly forbidden from smoking on school property. 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 7.45 to 17:00. 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 email as well as the ISB newsletter and the ISB website.

Educational work starts at 8:00. Homeroom meetings happen between first and second lesson. This includes discussing the day's schedule, community topics affecting the class and warm-up for classes. Pupils must arrive in the school by 7:50 in order to begin first lesson on time. Pupils arriving in the classroom later than the ringing of the 8:00 bell are deemed as late-arrivals and will be marked as such (including how many minutes they are late) in the online register.

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:

2022-23 Bell Times			
	Elementary	MS	HS
Registration	8-8:15		
Period 1	8:15-9		
Period 2	9:10-9:55		
Period 3a	Outside	10-10:45	
Period 3b	10:25-11:10	Outside	10:50-11:10
Period 4	11:15-12:00		
Period 5a	1 2 3 4 lunch	12:05-12:50	
Period 5b	13:00- 13:45	5 6 7 8 lunch	9 10 11 12 lunch
Period 6	13:50-14:35		
Period 7	After School clubs / supervision	14:40-15:25	
Period 8		(15:30-16:15)	

2.6 DROP-OFF PROCEDURES AND SUPERVISION

Conditions of entry by car to the Csilleberc campus are set by site ownership (**Erzsébet a Kárpát-medencei Gyermekéért Alapítvány**). The school informs the parents before the beginning of the school year about any changes to the conditions and rules of entry applying to the given academic year.

Pupils arrive at school between 7.45 and 8:00 and remain in the main building foyer. Pupils are expected to be in their homerooms during Registration, between 8:00 am and 8:15 am. Parents of Elementary School are kindly asked **not** to go up to the classrooms with their children. Parents of Prep and new to ISB children may escort their children to their classroom during the first two weeks of the academic year.

Elementary children must change their shoes downstairs in the school hall or on the ground floor corridors at their shoe cabinets. All children can store their coats, change of clothes and PE bags in their personal lockers or cupboards, bearing their names Pupils in the elementary 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 during breaks. 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

Last lesson ends at 14:35 for the elementary grades, after which they have a 10-minute snack time with the class teacher, 15:25 for middle school grades, and 15:25 for the high school grades, unless they have an 8th period IB lesson, in which case lessons will finish at 16:15. Regular early pickup must be authorized by the Principal or section Vice Principal, and reported in writing to the homeroom teacher and the school secretary. Occasional early pickup does not need authorization by the Vice 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 only allow the child to go home as usual.

Elementary school children can be picked up only by their parents or persons who are authorised by their parents. Middle and High school children may be authorized to leave on their own via a parentally signed form available in the office. 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-4: Entrance Hall or garden, 14:50-15:15 after-school study hall (designated grade classroom) 15:15-16:00, or Club location 15:15-17:00, or designated after-school group room 14: 50-17:00 in case of rain;

▪ 14:50 – 15.15	▪ 15:15-16:00	▪ 15:15-17:00
▪ Entrance Hall/Garden	▪ After-school study hall (designated classroom)	▪ Designated after-school room

- Grades 5-8: Entrance area of Pavilion 5,

▪ 15:15-16:00	▪ 15:15-17:00
▪ After-school study hall (designated classroom)	▪ Designated after-school room

- After-school study hall in the designated classroom 15:00-16:30, or Garden 16:30-17:00, or Club location 15:15-17:00.

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 HUF 5,000 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

Rules of wearing mandatory school uniforms at Physical Education lessons, school assemblies/special events/trips are described in detail in the Uniform Policy.

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 and full range of physical movement. The child should have a change of clothes placed in the locker or cupboards provided by the school. Pupils' clothes, hair and style should be clean, moderate and neat. Wearing a necklace or other jewellery that may risk injury is not allowed. The school does not take responsibility for lost property, and strongly suggests that parents label removable garments with the child's name.

Using a change of shoes is compulsory in Elementary and Middle School – 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. Indoor and Outdoor 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 regular school building and an extra pair for the Arts and Sciences building. This is to reduce extraneous belongings carried between buildings and reduce transition time as well as loss/forgetting items.

On the occasions of school events, the guidelines of attire by the homeroom teacher or the Principal must be followed. At school events organized for national holidays, pupils must appear in formal clothing: formal school uniforms according to the Uniform Policy, on 15 March with the Hungarian tricolored cockade for Hungarian students.

On Physical Education lessons, pupils must wear the ISB sports uniform, as described in the Uniform Policy. s regularly in class.

1. Hats, caps, hoods and sunglasses may not be worn during lessons. Only during breaks and coming in and out of school. Any headwear worn must have a necessary function, such as a religious purpose etc.
2. No exposed midriffs will be permitted. Shirts must cover the midriff on all sides.
3. Low cut tops will not be permitted.
4. Spaghetti strap tops or tops that expose the back or parts of undergarments, are not permitted. The straps on tops must be at least 2.5 cm in width.
5. All clothing must conceal undergarments. Shirts that reveal undergarments, whether due to the transparency, length, or lack of coverage of the shirt are not permitted. Pants must be worn at the waist. Pants may not be worn in such a way as to expose underwear or skin around the midsection.
6. The bottom hem or edge of shorts, skirts and dresses may be no shorter than finger length when standing. Wearing opaque leggings under shorts, skirts, or dresses is permitted.

7. Any article of clothing with a printed message, word, or phrase may not contain profanity, obscenity, or the promotion of any illegal activity or violence. Likewise, any article of clothing with a picture or graphic may not be obscene or promote any illegal activity or violence. Any article of clothing that is deemed inappropriate, offensive or a distraction to the educational environment by a staff member will be required to be changed.

8. No coats or outdoor jackets may be worn in the building unless approved in advance by administration.

9. The length and style of accessories shall be limited if they constitute a health or safety hazard or if they are harmful to the building or equipment. In both cases, the student may be required to remove the accessory.

10. Footwear must be worn. Safety considerations may dictate the type of footwear worn in specific classes or school settings.

2.9 RECESS AND OUTDOOR PLAY

At ISB we believe that fresh air and outdoor time are an essential part of our pupils' day. For this reason, students play outside in all weather (except for stormy strong wind and heavy rain). Please dress your children for the actual weather (remember that it can be colder at Csillebérc's elevation than it is in other parts of Budapest!) and in case of need keep a warmer top in the locker. Warm coats, hats, gloves and boots/rubber boots for winter and hats, bug spray, 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 other belongings in or outside the school. All lost property is collected and put in the Lost and Found area in the Main Building near the Library. Please check it regularly.

To avoid loss, please display the children's names on 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.

Entry to the main school building is controlled by a porter. School buildings are locked between 8:15 and 14:30.

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. Students who arrive in their own vehicles must also 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 points marked next to pavilions 5 and 7, next to pavilion 9 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 areas next

to pavilions 5,7 and 9. The porter supervises the drop-off point in front of the main building from 7:45 to 8:00 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 During Open Days, held twice per 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.

Dates and times 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 – Preparatory to Grade 8

Pupils are obliged to keep their mobile phones/smart devices **in their lockers (grade 5-8 ONLY, no devices in Elementary school please) or hand it in to their homeroom teacher at the beginning of the day and collect it at the end of the instructional day.** 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.

As this rule applies to all children in Prep through Grade 8, it will be enforced by all teachers, which means that **students using mobile phones or smart watches during the day will have those devices confiscated.** Smart watches may ONLY be used to check the time; if a teacher feels that the device is distracting a child during lessons or otherwise being used inappropriately, it will be taken away.

Confiscated devices will be returned at the end of the school day and **may not be used during after school programs either.** Repeat confiscations will lead to the device being held by the class teacher or Vice Principal until a parent comes to collect it, with the request that the device not return to school at all.

2.15 BIRTHDAY PARTIES

Celebrating birthdays in school 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 and indication that the cake does not contain nuts (almonds, pistachio, walnuts, brazil nuts, macadamia, cashew, peanuts). The certificate must be taken to the school secretary who keeps a record of the certificates of the cakes. Please note, a cake without the certificate is not allowed to bring to school. We ask all ISB staff and students to adhere to a **strict NO NUTS** policy due to a number of students with severe allergies.

3. COMMUNICATION

ISB welcomes parental contributions to the friendly atmosphere of the school. Parents often offer help to each other and the school when organizing an event or other programme, and they are most welcome by the school to do so.

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 Newsletters,
- visiting the school website and the online parent portal,
- using eKreta, which can be accessed through ISB website,
- monitoring news from the PTA Meetings held with parents' representatives and the PTA Board, and following-up on Thematized Parent Panel activities,
- attending parents' meetings,
- filling in parents' questionnaires to share their opinions.

3.1 ISB ONLINE PARENT PAGE

On the ISB website, through a static link, an internal web page is available for the ISB parents, which can be used for learning about news and information regarding their child, their class, the whole grade or the entire school. There are other useful functions of this page, e.g., school menu choice, e-Kréta, school bus information and downloadable documents.

The static link for the parent page will be sent to parents before the academic year starts.

3.2 ISB BULLETIN

A weekly bulletin is sent out to parents, staff and students. This is prepared by the school's Senior Leadership Team. It informs stakeholders about all events and important information for the next week of school.

3.3 ISB NEWSLETTER

Monthly newsletters are sent out by email to the parents. These newsletters are available on the Parent Page of 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.

3.4 SCHOOL ASSEMBLY

ISB holds regular school assemblies where parents and students can see performances by different classes and awards given out by teachers. These events are held at predetermined times in the Multi-purpose room. Upcoming assembly dates are printed in the school newsletter and posted on the board in the main building entrance hall.

3.5 PARENT-TEACHER COMMUNICATION

ISB hosts Parent Teacher Evenings as a means of facilitating communication and information between parents and teachers. At these events, parents can meet teachers of their child, see classrooms, discuss school reports and marks their child had received, and ask questions. They are organised twice in each academic year.

All teachers also have an office hour each week, announced at the beginning of the school year, when they are able to meet parents by appointment. This opportunity is available every week of the academic year.

Teachers are also able to organize individual class meetings and grade meetings; these can be requested by the class Parent Committee Representative or by the teacher, to answer questions and exchange information.

3.6 ISB PARENT TEACHER ASSOCIATION - PTA

ISB appreciates parents' opinion and feedback. The Parent Teacher Association holds meetings regularly during the school year. Parent representatives from each class participate in the work of this committee.

At the committee meetings, parent representatives discuss with the school management parents' opinions and constructive ideas, and also any offers of voluntary assistance regarding the school's educational and other activities.

3.7 DIGITAL E-REGISTER

Elementary and middle school parents receive continuous up to date information from the ISB digital register (eKreta) 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. At the beginning of the academic year, parents receive instructions from the school's IT department about the necessary steps to sign into the system.

In high school grade 9 and 10 parents and students use Edupage, grade 11 and 12 parents and students use ManageBac as a digital register.

3.8 SCHOOL REPORTS – Prep through Grade 8

Twice in each academic year, at the end of each semester, we provide a comprehensive and detailed assessment about pupils' performance at school. In both our bilingual and international programs, pupils in Preparatory, Grade 1, and Grade 2 receive textual evaluations; in grades 3 through 10, textual evaluations are supplemented with numerical marks from 1 to 5 (5 being the highest mark).

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; behaviour and effort are evaluated according to UK standards. From Grade 3 upwards the English year-end report also includes a summary of the Cambridge International Examination test results. Children studying in the bilingual program receive school reports which are officially accepted by the Hungarian state, while children studying in the international program do not receive Hungarian school reports.

Hungarian school reports – blue report books with hard cover – given out at year-end must be returned to the school Office at the beginning of the following school year as a part of the continued enrolment process.

For information on IB school reports, please see the IB handbook.

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.

Additionally, ISB is an accredited IB World School. From September 2020 we offer the IB Diploma Programme in our High School. If you want to learn more about this, please email to our High School Vice Principal Ms. Vera Kováts: vera.kovats@isb.hu

4.2 ACADEMIC PROGRAMME

Presently ISB provides two different academic programmes for its students from Preparatory to Grade 8. We apply our complex English Language Learning (ELL) programme in both academic programmes to support the children's development in English language.

International academic programme

ISB's International Programme is based on the UK National Curriculum as prescribed by Cambridge International Education, taking into consideration the needs of the modern international environment. In this programme, well-qualified native level English speaking homeroom teachers and specialized teachers educate the children from preparatory class to grade 10 and in the IB program. The language of instruction is English. The main areas of the curriculum are: English 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, as well as Hungarian as a foreign language, and modern foreign languages above 5th grade.

Students whose mother tongue is not English have the possibility to take part in an EAL (English as Additional Language) tutoring programme. Students participating in the EAL program may be given exemptions from HFL and other foreign languages. Please see the EAL policy for further details.

Bilingual academic program

ISB's Bilingual Program offers high-standard instruction for Hungarian or Hungarian speaking children. Our bilingual curriculum follows the Curriculum Framework for Bilingual Schools within the Hungarian National Curriculum, completed by Hungarian-taught subjects, together with integrated study within specific subject areas in English. In ISB's complex English Language Learning program, English as a first language as well as Social Studies, Science and mathematical vocabulary are taught by native level English speaking teachers. This programme meets and exceeds the requirements of the NAT bilingual curriculum, considering that instruction is provided in an international environment and incorporates the Cambridge International Education Curriculum. 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.

ELL – English Language Learning

In all of ISB's academic programmes from Preparatory through grade 8, the English language is taught through our ELL programme. We believe in differentiated instruction. At the beginning of each academic year, all children are evaluated by our professional staff and placed appropriately in language learning groups, bringing all our students up to a high level and standard of English and not putting any limits on a student's learning development potential.

EAL—English as an Additional Language

In Grades 2 through 10, students wishing to join ISB without strong English abilities may do so upon acceptance to our EAL program. EAL lessons provide bespoke content to address each individual student's language learning needs in groups of no more than 8 students. This service carries an additional fee paid by parents due to the specialist nature of the program. Upon evaluation by ISB's EAL department, students may be required to join EAL upon entry to the school as a new student or upon entry to Grade 2 from Grade 1 if insufficient progress was made. Participation in EAL is compulsory and tied to admission status for these students, as academic success in both the bilingual and international programs depend upon near-native English language skills.

For further details, please see the ISB EAL policy.

4.3 INTERNAL EXAMINATIONS

4.3.1. Cambridge assessments

In ISB we place a major emphasis on continuously maintaining an excellent quality curriculum. We adapt the Cambridge International Curriculum to the needs of our students, which ensures that students in our school receive the highest quality of international education.

From grade 3 through 8, students sit a Cambridge assessments two times per academic year. Grade 3 students take an English language test only. In grade 4 this is complemented with a Science test and Maths test, and from grade 5 students demonstrate their knowledge every year in all three subjects.

Neither the first nor second semester testing results are published directly. Tests taken in the first semester serve internal purposes, allowing the school to evaluate the performance and recent progress of the students' knowledge required for the second semester, adapting and revisiting material as necessary.

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

Parents may choose for their children to take an additional Cambridge test (not a language test) at the end of grade 5, and 8 in a form that gives official Cambridge Certificate of the student's results. Related fees are invoiced to the individual families opting into this testing.

4.3.2. Hungarian Competency Testing

Students of our bilingual program are participating in the Competency testing organized yearly for students of Grade 6 and 8 in every school within Hungary. The results of these aimed to reflect the skills and competencies students acquired in Hungarian Language Comprehension and Mathematics. The tests are corrected centrally by the Office of Education. The results are then published and analyzed, in comparison to other schools in the country. Students may follow their own results with help of the code number they received at the time of the exam. School results are published on ISB website. Beginning of the 2021-2022 school year, the standardized tests need to be completed on online surfaces set up by the Education Department of the Hungarian Government.

Regardless of the program they are in, all students of Grade 6 and 8 participate in English Language Competency testing. These tests are designed for bilingual schools, and aimed to measure English Language skills within the framework of the Common European Framework of Reference for Languages: Learning, Teaching, Assessment (CEFR). Papers corrected locally, published on ISB website with student code numbers, and submitted to the Education Office for analysis.

The results of the above exams are used by teachers of ISB to evaluate the results of the curriculum delivery and to set goals for individuals and student groups.

4.4 PHYSICAL EDUCATION

Daily Physical Education is provided by the school to each student up to Grade 8 as per Hungarian law. Three lessons per week are provided within the timetable during the teaching hours, while a 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 each semester. Parents can register for their chosen sport activity through the ISB instructions provided by the After School Activities coordinator(s).

Exemption from the 2 weekly elective classes of daily PE can be requested for justifiable reason (e.g. participating in competitive sports) in writing, however, this always depends on the joint decision of the physical education teacher and the parent, and the approval of the physical education teacher and the relevant Vice Principal. 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 website.

According to the Hungarian law swimming needs to be a compulsory part of the Physical Education curriculum. In order to ensure the water safety of our students, swimming will be built in to the compulsory PE lesson time of our Grade 2 and 3 students as well as offered as an optional, fee-paying

after school club for students in other grades. Exemptions for Grade 2 and 3 students may only be requested in case of serious health conditions or if parents provide a note from an alternative swimming course or provide the school with a water safety certificate. Exemption requests need to be hand in to the school secretary.

Approvals of exemption requests are at the discretion of the PE instructor and the academic vice-principal in consultation with the parent.

4.5 LEARNING SUPPORT

While ISB teachers can help students with less severe special educational needs, and has the additional resources and programmes to support students with minor learning disabilities or physical challenges. Any in-school one-on-one special educational needs support required by Education Department accredited specialist services will be provided by ISB-approved consultants and tutors. In lack of the recommendation of authorized services or in case of requesting additional services can only be provided in form of private tutoring. Any educational, emotional or physical needs must be noted in detail in case of a request for such services. Parents must provide any available academic or psychological evaluations and reports of extra academic support the applicant is receiving. We strongly recommend that parents disclose all known or suspected issues as soon as they become apparent, so that we can better support our students. In pursuit of this, ISB teachers and administration will regularly assess students and recommend parents to take children to specialists for evaluation if any impediments to learning are suspected. For more details on learning supports available and how to access them, please see our bilingual vice-principal Gabriella Schimert.

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 for the school year. The textbooks and coursebooks for the English programme remain in school, available for students during lessons, and exercise books can be taken home. No extra fees are charged for such materials. The cost is included in the tuition fee.

Per the School Regulations, Hungarian textbooks and workbooks are considered the property of the student, while the same applies to English workbooks only. **English textbooks are considered the property of the school and are retained by the school throughout the school year.** Pupils receive ONE (1) copy of each relevant workbook from their teachers and ONE (1) copy of each Hungarian textbook registered with their names at the beginning of the academic year. Pupils are accountable for using them carefully. Students who do not return ISB property by June 15th each year, or who lose them during the course of the year, may be subject to a fine.

4.7 FIELD TRIPS AND EXCURSIONS

ISB recognises the value of out-of-classroom educational experiences and supports the organisation of such programmes. The organization and execution of field trips is governed by the ISB Trip Policy.

Teachers will keep students and parents informed of cultural, historical and other programme opportunities. In each school year there are 2-3 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 in trips for the year.

There may be additional field trips which are not or only partially financed by the School. Teachers wishing to take classes on trips above and beyond their given budget from ISB may do so with the consultation and cooperation of the class parents, relayed by the class Parent Association representative.

Trips can also 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, in consultation with the Vice Principals, the teaching staff and the parents' association, the school will 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 Hungary;
- Students in grades 7-1B can participate in a curriculum linked one- or several-days long field trip in Hungary, outside the country's borders or abroad. Destinations are chosen by the class teachers with the advice and approval of Vice Principals.

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, as outlined in the After School Activities Policy.

Activities are generally offered in two semesters, first and second, and last for an equal number of weeks per semester. Activities are designed to appeal to students of different age groups.

Students select activities based upon course descriptions that are sent out by the After School (ASA) Coordinators at the beginning of each semester. Enrolment to the activities is also conducted by the ASA Coordinators. Please see the Physical Education section (4.4) for information on physical activity requirements and exemptions in After School programming.

4.9 ACADEMIC COMPETITIONS

There are several academic competitions organised by the school. Some are between ISB students and some include participation in an outside competition, even on a national level. However, it is usually the responsibility of the class or subject teacher to decide which pupils should be eligible to participate in a competition. Teachers will keep students and parents informed of such possibilities, and they will further 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 the responsibility of the individual families.

5. DISCIPLINE

ISB strives 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 them, we help students 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 conveying 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.

Please see the Rewards and Sanctions policies for Elementary, Middle, and High School for section-specific details, however our approach towards discipline is intended to enhance our school and make ISB a more friendly and pleasant place to learn. By **respecting ourselves, others, our learning, and our school**, we learn to become productive and contributing members in our world 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.

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 modification or support.

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, arriving promptly, before first lesson each day.

In accordance with legal requirements the school keeps track of students' attendance on eKreta, Edupage for grades 9 and 10 and ManageBac for grades 11 and 12 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 we require a doctor's note indicating that the child is healthy and can return to school upon the first day of return.

In case of non-attendance due family reasons, a parent may justify five days per semester. In this case justification by email has to be sent to the homeroom teacher prior to the event. Further absences 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” in case of family reasons (see Appendix for the form) filled out, signed by the Vice Principal or Principal, and handed in to the homeroom teacher. The form is also available at the Office or can be downloaded from the ISB website.

In case of absence, the pupil must catch up on the material from missed lessons and all homework. The pupil can get help from the homeroom teacher and/or classmates to collect missed work.

The student must take a grading examination if they miss 250 or more individual lessons in an academic year or at least 30% of the number of annual lessons of a subject, regardless of the reason for absence. If a student’s number of missed lessons exceeds 250 already by the end of the first semester and for that reason his or her progress was not assessable for grades, 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 first lesson, at 8:15, it counts as a late arrival to school. An arrival after 8:20 counts as a whole missed lesson in high school, in elementary and middle school the number of minutes absent are automatically tallied in eKreta.

In subsequent lessons, if the pupil does not arrive at the designated classroom by the starting bell, this counts as late arrival and will be marked as such in the digital register.

Lateness is added up in the digital register (e-Kreta) automatically and counts as an uncertified absence upon totalling the time of a lesson (45 minutes).

Lateness can be certified by the parent with a doctor’s note or other written justification including a sound reason (traffic, other appointments, etc) by email indicating the reason, **if this justification is presented to the homeroom teacher within five schooldays.**

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. Lateness to classes within school due to poor behaviour cannot be justified by parents.

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 15:15. The pupils of the school can use the library only with the help of their class teachers, subject teachers or the librarian. 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 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. 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 library welcomes any book donations within its scope of collection.

8. SERVICES

8.1 STUDY HALL

In the period between the end of compulsory lessons and 16:00, the school provides for its pupils supervised study hall, free-time activities of choice, in certain cases individual or small-group developmental activities and 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 and vaccines 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 staffrooms of the Middle and High School buildings.

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, and it can be downloaded from the school's website. 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 contacts 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" (it can be downloaded from the ISB website) and make this information clear to your child's homeroom teacher(s).

8.3 LUNCH SERVICE

ISB has contracted a catering company to provide the best possible quality and variety for daily morning and afternoon snacks and hot lunches throughout the year. We offer three menu choices for lunch per day Lunch consists of soup, a hot meal with garnish and/or salads, seasonal fruit or various

cakes for dessert Meals are free of nuts. The menu is adjusted in cooperation with ISB Parent Committee.

Ordering and paying for school menus or cancelling is explained in the school's Meal Policy. For follow-up on menu choices, Grade 3 and above get a magnetic card upon joining ISB. Every child is entitled to possess 1 (one) magnetic card for free. In case a card is lost, the fee for a replacement card is HUF 2500, which must be paid within 8 (eight) days from the order date. If the magnetic card has been left at home, the pupil must visit the office to print a certificate for a gross surcharge of HUF 100, to confirm the order and the type of menu chosen. The surcharges will be invoiced on the first (1 September-31 December) and second (1 January-15 June) accounting periods at the end of each period, payment method via bank transfer on the basis of an invoice.

APPENDIX

EXEMPTION REQUEST FORM FOR PE LESSONS – ISB FORM

EXEMPTION REQUEST FORM FOR AFTERSCHOOL – ISB FORM

ABSENCE JUSTIFICATION FORM (5+ DAYS FAMILY REASON ABSENCES) – ISB FORM

MEDICAL AUTHORIZATION FORM

EXEMPTION REQUEST FORM FOR PE LESSONS
KIVÁLTÁSI KÉRELEM TESTNEVELÉS ÓRÁKHOZ

Request / Kérelem

I would like to request in relation to the student below an exemption for the physical education lessons organized after teaching hours due to the student's sports activity justified according to the paragraph No. 27 point 11(c) of the Act on Public Education. / *Kérem, hogy a lent megnevezett tanuló számára a Köznevelési törvény 27§(11) értelmében igazolt sporttevékenységével az iskola által a mindennapos testnevelés részeként nem órarendi óráként szervezett testnevelés órát/órákat kiválthassa.*

Name of student / *Tanuló neve:*

Grade / *Osztály:* _____

Academic year of exemption / *A kiváltási kérelemmel érintett tanév:*

Date: Budapest, 20_____

Signature of parent / *Szülő aláírása*

Verification of the sports club / *A sportegyesület/sportszervezet igazolása*

I verify that -according to the paragraph No. 27 point 11(c) of the Act on Public Education- the student above carries on regular sports activity in the sports club led by me. / *Igazolom, hogy a fenti tanuló az általam vezetett sportegyesület/sportszervezet keretében a Köznevelési törvény 27§(11)c pontjában megfogalmazott rendszeres sporttevékenységet folytat.*

Name and address of sports club / *Sportegyesület / szervezet neve és címe:*

Head of sports club / *Vezetőjének neve:*

Type of sport / *Sportág:*

Date: Budapest, 20_____

Stamp / P.H.

Signature of sports club's head
Sportegyesület/szervezet vezetőjének aláírása

EXEMPTION REQUEST FORM FOR AFTERSCHOOL
FELMENTÉSI KÉRELEM KÖTELEZŐ DÉLUTÁNI FOGLALKOZÁSOKHOZ

Request / Kérelem

I would like to request in relation to the student below an exemption for the compulsory afterschool lessons according to the paragraph No. 27 point (2) of the Act on Public Education organized by the school after teaching hours until 16:00 p.m. due to the below reason on the below days of the week. / *Kérem, hogy a lent megnevezett tanuló számára a Köznevelési Törvény 27§(2) értelmében a kötelező tanítási órák után 16:00 óráig szervezett tanulószobai és szabadidős foglalkozások alól a tanítási hét alább megjelölt napjain és indokkal felmenteni szíveskedjenek.*

Name of student / *Tanuló neve:*

Grade / *Osztály:* _____

Academic year of exemption / *A kiváltási kérelemmel érintett tanév:*

Requested day(s) of exemption (please tick the boxes) / *Felmentésben kért nap(ok) (kérjük, jelölje meg a négyzeteket):* MONDAY/HÉTFŐ TUESDAY/KEDD

WEDNESDAY/SZERDA

THURSDAY/CSÜTÖRTÖK FRIDAY/PÉNTEK

Reason for the exemption / *A felmentési kérelem indoka:*

Date: Budapest, 20_____

Signature of parent / *Szülő aláírása*

Approval of the school / *Az iskola jóváhagyása*

Date: Budapest, 20_____

Stamp / P.H.

Signature of Principal or Vice-Principal
Igazgató vagy igazgató-helyettes aláírása

5+ DAYS ABSENCE JUSTIFICATION FORM / 5 NAPON TÚLI HIÁNYZÁS IGAZOLÁSA

Request / Kérelem

I would like to request an authorization for the student below for a more than 5 days absence justified by the parent/guardian. / *Kérem, hogy a lent megnevezett tanuló számára 5 napon túli szülő/gondviselő által igazolt hiányzást engedélyezni szíveskedjenek.*

Name of student / *Tanuló neve:* _____

Grade / *Osztály:* _____

Expected period and number of days of absence / *A hiányzás várható időpontja és a hiányzott napok száma:* _____

Date: Budapest, 20_____

Signature of parent / *Szülő aláírása*

Approval of the school / *Az iskola jóváhagyása*

Date: Budapest, 20_____

Stamp / P.H.

Signature of Principal or Vice-Principal
Igazgató vagy igazgató-helyettes aláírása

Medical authorization form / Orvosi engedélyezési nyilatkozat

DECLARATION	NYILATKOZAT
<p>I, the undersigned (address:)</p>	<p><i>Alulírott (lakcím:)</i></p>
<p>as parent/custodian of pupil in the International School of Budapest</p>	<p><i>mint az International School of Budapest iskolában tanuló szülője / gondviselője</i></p>
<p>hereby acknowledge and accept by signing this document, that the school does not continuously employ a doctor/nurse for the purpose of professionally helping or supervising any regular medicine usage, processes related to allergies or any other treatment related to various illnesses of the pupils of the school.</p>	<p><i>jelen okirat aláírásával tudomásul veszem és elfogadom, hogy az iskola nem foglalkoztat folyamatosan rendelkezésre álló orvost / szakápolót abból a célból, hogy az iskola tanulóinak rendszeres gyógyszer-felhasználása, allergiával kapcsolatban szükséges eljárások vagy egyéb betegségekkel kapcsolatos kezelések során szakmai segítséget nyújtson, vagy azt ellenőrizze.</i></p>
<p>As a result of this the administration of medicines or treatment of allergies (including especially the appropriate administration of insulin, the regular inhalation of asthma and allergy medicines or the intake of any other medicines or their dosage, the timing of the dosages and the decision whether such a treatment is necessary) is the sole responsibility of the parents/custodians.</p>	<p><i>Ebből következően a gyógyszerek beadása vagy egyéb kezelés (ideértve különösen az inzulin szakszerű beadását, az asztmás és allergiás gyógyszerek rendszeres inhalációját, vagy bármely más gyógyszer bármely módon történő szedését, illetve mindezek adagolását, az egyes adagok időzítését, bármely kezelés szükségességének magállapítását) kizárólag a szülők / gondviselők felelősége.</i></p>
<p>Notwithstanding this the school will try and cooperate with the parents with regard to the treatments according to its possibilities as far as this can be expected from it (e.g. phone contact, temporarily providing tranquil conditions for the treatments in a separate room). We kindly ask parents to give the necessary information to the school for such treatments.</p>	<p><i>Ettől függetlenül az iskola lehetőségeihez mérten és az elvárható mértékben igyekszik együttműködni a szülőkkel a kezelések lebonyolítását illetően (pl. telefonon történő kapcsolattartás, időlegesen külön helyiségben nyugodt körülmények biztosítása a kezelés lefolytatása céljából stb). Kérjük a szülőket, hogy ezen esetekre lássák el az iskolát a megfelelő tájékoztatással.</i></p>
<p>I have read and understood this document and sign it accepting it.</p>	<p><i>Jelen okiratot elolvasás és értelmezés után, azt elfogadva írom alá.</i></p>
<p>Budapest,</p>	<p><i>Budapest,</i></p>
<p>..... Signature of parent/custodian</p>	<p>..... Szülő/gondviselő aláírása</p>