



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

*Budapest 1117, Budafoki út 97 – 103*

*OM 035019*

*Nemzetközi Oktatási Központ Alapítvány*



**School Policy**  
**2024 – 2025**

## Table of Contents

Introduction .....	3
Principles .....	3
I. Student status .....	3
1. Student status.....	3
2. Admission procedure and guidelines .....	3
3. Rules for the choice of field of study and subjects .....	4
4. Tuition contribution, other fees and expenses .....	4
II. Rights of students .....	4
III. Responsibilities of students .....	5
IV Parental rights and duties .....	6
V. Examination arrangements.....	6
1. Assessments and examinations during studies .....	6
2. Organisation of grading, revision and distinction examinations.....	7
VI. Daily rules of the school .....	7
1. Justification of absences and consequences .....	7
2. Justification and consequences of tardiness .....	8
3. Rewards for students.....	8
4. Disciplined and cultured behaviour .....	9
5. Dress and uniform rules .....	10
6. Electronic equipment, valuables .....	11
7. Use of languages in school.....	11
8. School events, other programmes, field trips .....	12
9. Specialist and sports clubs, day-care, other and leisure activities .....	12
VII. Working hours of the school .....	13
1. Timetable for the school year .....	13
2. General working hours .....	13
3. Bell times.....	13
4. Recesses .....	13
5. Extraordinary school holidays .....	14
6. School meals .....	14
7. 7. Use of ISB cards.....	14
VIII Rules for the use of school premises, equipment and school grounds .....	15
1. Use of school premises .....	15
2. Use of equipment.....	15

3. Use of textbooks .....	15
4. Use of the playground .....	15
IX. Forms of information and expression of opinion .....	16
1. Forms of information .....	16
2. Forms of expression of opinion.....	16
3. Formalities.....	16
Attachments .....	17
1. Rules for using the library .....	17
2. Safeguarding and Health Protection Rules .....	17
3. Classification Exams .....	18

## Introduction

The legal background to the General Contractual Terms and Conditions (GCTC), includes

Act CXC of 2011 on National Public Education (hereinafter "*Nkt*"), EMMI Decree 20/2012 (VIII. 31.) on the Operation of Educational Institutions and the Naming of Public Educational Institutions (hereinafter "*EMMI Decree 20/2012*")

The International Regulations and GCTC contain the basic rules for the daily operation of the school and the coexistence of the school community, which are aimed at the common interests of the students attending our school and the school community.

It is based on the traditions of the school and on the suggestions of the teaching staff and the parents.

### Principles

Our school is a diverse community of Hungarian and international families and teachers from all over the world. Our common values are acceptance, openness, and respect for each other's cultures and personalities. We expect members of our community to be interested, respectful, motivated and responsible. The school is a politically neutral and non-political public education institution.

## I. Student status

### 1. Student status

The student's relationship with the school begins upon enrolment and the signing of the Individual Contract for the Provision of Educational Services for the School Year 2024-25. Admission is subject to the conditions outlined in the Internal Regulations and General Contractual Terms and Conditions (GCTC), including the assessment of prior educational qualifications and language proficiency where applicable.

The student's rights may be suspended if the law so provides and if the parent makes a request in writing for this for good cause and the principal gives his/her authorisation.

The cases, the legal title and the date of termination of the student's status are set out in the Individual Contract and Article 53 of the Act.

Admission from the preparatory group to grade 1, and from grade 8 to grade 9 (Gymnasium), is not automatic. Admission to the IB (International Baccalaureate Diploma Program) preparatory classes after grade 10 requires an application and approval.

### 2. Admission procedure and guidelines

Applications to the school are subject to the conditions published on the school's website and set out in the *Individual Contract*.

Applications will be assessed on the basis of the entry requirements for the relevant year of study, the assessments from the previous educational establishment and the level of language proficiency established on the basis of the level assessment. Admission and placement in classes and study groups are decided by the headmaster. Students and parents who are admitted will be informed in writing of their admission. Applications are assessed and enrolment is continuous.

The classification of students into grades (including the stages of public education, i.e. kindergarten, primary school, secondary school) is based on the Hungarian legal provisions.

English language proficiency is not required for entry to the preparatory year and year 1 of the two-language field of study. In the higher grades, the level of language proficiency must be in line with the lowest level of proficiency of the students in the school at the time.

For admission to upper secondary school (grade 9), an advanced level of English (possibly B2) is required (both oral and written).

The school may, at its professional discretion, impose compulsory attendance at a language immersion course (hereafter *EAL*) as a condition for admission.

### **3. Rules for the choice of field of study and subjects**

Parents may exercise the right to choose the field of study for students of our school, as specified in the Individual Contract, within the limits of the school's free capacity and the school's professional judgement. The school has the right to decide on the field of study chosen by the parents and the school may refuse admission/transfer to the field of study chosen by the parents. The rules for changing the field of study are set out in the Individual Contract. The decision on the assignment to a class or a group of students, and on the change of class or group (if this does not involve a change of field of study), is taken by the headmaster of the school. The right to choose the subjects to be taught in accordance with the pedagogical programme and the local curriculum in force is exercised by the parents within the limits of the school's capacity, as specified in the individual contract. Requests for the transfer or exchange of compulsory or optional subjects chosen at the beginning of the school year can only be made in writing, except in exceptional cases, at the end of the school year for the following school year. A model request form is available at the school office or can be downloaded from the school's internal website. The principal decides whether to grant the request. With the permission of the headmaster, students may be exempted from learning a second or third foreign language if the possibility of doing so is indicated by an expert opinion from the specialised pedagogical service.

### **4. Tuition contribution, other fees and expenses**

All services offered by the school are subject to the payment of a fee. Details of this are set out in the Individual Contract.

## **II. Rights of students**

The student has the right to:

- to be acquainted with the basic documents of the school, the Internal regulations, the Pedagogical Programme and the Organizational and Operational Rules,
- to exercise the rights and opportunities provided for by law and the Home Rules,
- express his/her opinion orally or in writing,
- to be informed of all matters which concern them personally, and to have their national or ethnic identity, religious, philosophical or other beliefs accepted and respected by all members of the school community,
- be given equal opportunities regardless of national, ethnic, linguistic, cultural, religious, or denominational background,
- receive education and training in a safe and healthy environment,
- receive regular medical and paramedical care,
- receive differentiated education best suited to their individual abilities, interests and talents,
- to participate in small group gifted and talented activities organised by the school,
- receive the support of teachers from specialised educational services for their individual development, and attend the number of hours of developmental classes recommended by the expert opinion,
- to choose between compulsory and optional subjects, provided that the request is made in the appropriate form and within the appropriate time limit (and, where subject to the payment of a fee or charge, this has been complied with),
- to choose, according to his/her individual interests, from the extra-curricular activities offered by the school from the end of the school day until 4 p.m., subject to availability and the payment of fees or costs,
- day nursery or classroom care,
- participate in the activities of the school sports clubs, subject to availability,
- to participate, subject to availability, in other specialised activities which the school offers within the school grounds,

- to address requests, questions, suggestions or comments to members of the teaching staff and to receive a substantive response to their suggestions,
- to know the expectations of his/her academic work, the methods and times of examinations, and to monitor his/her progress,
- to review their corrected and marked work with their parents,
- to know the dates of the final examinations at school at least five days before the examination and to request that no more than two examinations be taken on any one day,
- to be informed of the results of their written tests within 10 working days,
- to take part in academic and sport competitions, contests and competitions, for which they will receive information and, if necessary, support from their teachers,
- to own objects, works of art, or intellectual property created in class or during school activities, which they may relinquish for the benefit of the school,
- to receive advice and help in choosing a career and further education,
- be eligible to vote and be elected to student representation,
- be involved in specific areas of school decision-making through the student representation organisation,
- have access to and use, under the supervision of a teacher, the school premises, facilities, equipment and equipment,
- have access to the information necessary for the exercise of their rights.

In the exercise of his/her rights, a student must not infringe the rights of his/her fellow students, teachers, other staff involved in education and training, or the community. A larger community of learners is considered to be a community of learners in the same field of study.

### III. Responsibilities of students

Students have the obligation to

- accept and respect the nationality, language, culture, religion and denomination of all members of the school community,
- participate actively in compulsory and optional lessons and activities,
- carry out his/her academic and community duties to the best of his/her ability, in a responsible manner, be prepared for lessons and do his/her homework with a sense of responsibility,
- take care of their equipment and teaching materials, and attend lessons with the necessary equipment,
- ensure their own and the group's academic work through disciplined classroom behaviour,
- refrain from any conduct likely to disturb the order of the school or to hinder, obstruct, impede or have such an effect on the work of the teacher,
- to inform his parents fully, accurately, regularly and impartially of school events and academic results,
- treat fellow students and all teachers and staff of the school with acceptance, respect and appreciation,
- observe the rules of good behaviour and communication, be disciplined in his/her behaviour and appropriate in his/her appearance throughout the school day and during extra-curricular activities and events,
- respect the physical safety and health of themselves and their peers,
- take care of the tidiness and cleanliness of the school's classrooms, corridors and playground,
- respect and protect personal and community property and, in the event of damage, make reparation for any damage caused,
- maintain order during lessons, extra-curricular activities and breaks,
- arrive punctually at school and at lessons and activities with the prescribed equipment,
- comply with all the school's internal regulations or equivalent provisions applicable to the student, and with the instructions and requests of his teachers and other persons involved in the teaching and learning process.

## IV. Parental rights and duties

- Parents have the right to know the school's basic documents and the rules applicable to students and parents,
- Parents have the right and the duty to participate in parent-teacher conferences.
- The parent has the right and the right to be informed of the student's academic progress, behaviour and diligence through the e-CREDIT digital diary, as set out in the Individual Contract.
- Parents can follow the academic work, homework and project assignments in class, as well as the events of the class community, in the lower school on e-CRETE, Edupage, in the upper school and in the high school on Teams.
- In addition to the above, parents can also request and receive information at the teacher's office hours, which are held at the times indicated on the school website or by prior arrangement. The school holds two school reception days a year.
- Teachers shall inform in writing the parents of students who have not achieved a satisfactory level in any subject or who have achieved a significantly lower level of achievement than the previous term's results, at least 3 weeks before the end of term or end of year grades are set.
- Parents have the right and the duty to maintain regular contact with the school.
- Parents have the duty to inform the school immediately of any change in personal data or in any circumstances affecting the student.
- The parent has a contractual obligation to fulfil the payment obligations incumbent on him/her.
- The parent has the right to be elected as a representative of the PTA and to express his/her opinion and participate in school decision-making through the PTA representatives.
- Parents have the right to submit complaints, questions or requests to the teacher, class teacher, deputy head teacher or headmaster in the event of a complaint or grievance concerning the rights or interests of a student.

## V. Examination arrangements

### 1. Assessments and examinations during studies

- The order of the input and output assessments to be taken during the academic year is set out in the Ministry of the Interior's Order of the Academic Year for the academic year and the Cambridge Accreditation Expectations for Schools. The annual timetable for these and the year groups involved in the assessments are set out in the Assessment Policy, which can be downloaded from the school website.
- CAT 4: compulsory written competency and language assessment examinations in January of the academic year for Year 8 students who wish to continue their studies in Year 9 at our school. Details of how to apply and the exact date of the exam will be published in the Admission Guide at the beginning of October.
- IGCSE: the programme of study for Years 9-10 prepares students for the Cambridge IGCSE (International General Certificate of Secondary Education) final examination. The Cambridge IGCSE is the international equivalent of the GCSE examination, which all students in Great Britain must pass by the age of 16. Students sit the IGCSE exam in 5 subjects at the end of Year 10 (May-June). Prior to the final examination, students are given 3 opportunities to sit mock final examinations in Year 9 (January-February and May-June) and Year 10 (January-February). Details of the examinations and the timetable for each year are set out in the Measuring Assessment Policy, which can be downloaded from the school website.
- IB International Baccalaureate: at the end of Year 12 (May-June), students take a Baccalaureate examination in subjects chosen from the 6 subject groups of the IB programme, according to the IB Diploma Programme. Details of the examinations and the annual timetable are set out in the IB Examination Regulations, which can be downloaded from the school website.

## 2. Organisation of grading, revision and distinction examinations

### Grading examinations

- The assessment examination is a test of the student's achievement of the requirements of a subject for the first semester or for the year. You have to take a placement examination to determine your grade for the semester or end of the academic year if:
- he/she has been exempted from attending lessons (individual work schedule),
- he/she has been allowed to meet the academic requirements of one or more subjects in one academic year or in a shorter period than the prescribed period,
- if he/she has not been awarded a mark during the year because of his/her omissions and may be subject to a grade examination on the basis of a decision of the teaching staff [Emmi Decree 20/2012, § 51 (7)],
- the student takes an examination before an independent examination board in order to determine his/her grade at the end of the semester or the end of the year.

The designated examination periods for the organisation of the class examinations are January-February, May-June and August. The exact dates of the examinations are set by the school in its work plan for the academic year. Written applications for examinations must be submitted to the class teacher two months before the designated examination periods. The requirements for the examination by subject and by grade are set out in the school's local curriculum.

Parents will be informed of the exact date and venue of the examinations by the headmaster or the teacher designated by him/her. The results are announced by the distribution of the certificate or by written notification. The examination may not be repeated. In the case of a failed examination, the student may take a remedial examination.

### Remedial examination

A student must take a remedial examination if he has received an unsatisfactory mark in a subject at the end of the school year or if he has failed a classification examination. These examinations take place between 15 and 31 August. The exact date and venue of the examinations will be notified in writing to parents by the headmaster or a teacher designated by him/her.

### Differential examinations

The student will take a special examination after a break in his/her studies and in the event of a transfer. The School may also request a differential examination in the event of a change of field of study and/or subject. Differential examinations are administered on an individual basis, in consultation with the parents, at the time of the class examinations or by agreement with the parents.

## VI. Daily rules of the school

### **1. Justification of absences and consequences**

The parent must notify the class teacher and the school secretary of the student's absence by email no later than 9 a.m. on the day of the absence. The absence from lessons and compulsory school activities must always be justified by the parent on the day of return, if not otherwise possible, e.g. by direct transmission of a medical certificate from the EESZT system to the eCrete platform, and within a maximum of five school days on the eCrete platform, in accordance with Article 51 of EMMI Regulation No. 20/2012. The documentation of the verification of absences is done by the class teachers.

If the absence is not justified in writing and on the eCréta interface within the time limit, the absence is considered as unjustified. The school will notify the parent and the child welfare agency after the first and each subsequent unexcused absence. If the number of unauthenticated absences in a school year reaches 10 hours, the school is obliged to notify the family and child welfare centre of the student's actual place of residence (Government Decree No. 331/2006 (XII. 23.))



The student must repeat a year or, with the agreement of the teaching staff, take a class examination in a theoretical subject if he/she misses at least 250 lessons or at least 30% of the annual number of lessons in a subject in a school year. If, by the end of the first semester, the number of certified and/or un-certified absences exceeds the specified limit and the student's performance could not be graded with a mark, he/she must take a class examination at the end of the semester.

Justification options:

- Illness: medical certificate, hospitalisation certificate.
- Parental request: for other reasons, the parent may justify up to 5 days per semester (5x1 days or 5 days at random) without a medical certificate or official request. The justification must also be submitted in writing via the e-card interface.
- Absence for career guidance purposes: students in grades 8 and 12 may attend 3 certified open days, oral interviews or career guidance sessions per year. The absence shall be considered as justified by the class teacher on the basis of a written certificate from the organising school (guidance counsellor).
- Sporting events: participation in school sporting events is considered justified by the PE teacher, participation in other sporting events by the sports club on the basis of written confirmation from the sports club.
- Academic competitions and cultural events: absences due to non-attendance may be justified by the preparatory teacher, the organising teacher or the institution organising the event.
- In exceptional cases (family reasons, travel abroad, stay abroad), absence of more than five days: the request of the parent submitted at least one week before the start of the trip will be considered by the principal. The parent must undertake to make up the material missed and, if the request is approved, may ask for and receive support from the student's class teacher and teachers. The principal may refuse the application if the student's academic record is poor or if, on the basis of feedback from the teachers, he/she does not consider that the student's absence will be made up, or in any other case where the absence may adversely affect the student's academic progress and may jeopardise the student's interests. The application form can be downloaded from the school website.

Exemption from attending lessons: exemptions are accepted on the basis of a medical certificate or a written request or request from a parent, approved by the headmaster.

Exemption from attending physical education classes: pursuant to § 27 (11) of the National Act and Government Decree 110/2012 (4.VI.2012), from the school year 2024/2025 onwards, only two hours per week may be exempted from attending physical education classes, upon request of a student who is a certified athlete under the Sports Act and has a competition licence, with proof of a training visit organised within the framework of a sports organisation, provided that the physical education class is not preceded or followed by a general education class.

The application form for exemption can be downloaded from the school website.

## **2. Justification and consequences of tardiness**

Arriving in the classroom after the bell has rung for any lesson is considered tardy. Tardiness is recorded by the teacher in the section of the electronic logbook where absences are recorded. The times resulting from tardiness are cumulative, the student will receive an unexcused lesson if it reaches 45 minutes. Five unauthorised hours will result in one unauthorised day, which will be recorded on the report card. Regular, unjustified tardiness may result in a warning from the class teacher and may also affect the student's assessment of his/her diligence.

A tardy is justified if the parent has submitted the tardy to the class teacher within 5 school days with a medical certificate or an official justification in writing/email.

## **3. Rewards for students**

We may reward students or groups of students,

- whose behaviour and diligence are exemplary,

- whose academic, artistic or sporting achievements are outstanding,
- whose community work is exemplary,
- who have successfully represented our school in academic, artistic or sporting competitions or competitions.

Rewards can take the form of:

- a certificate of recognition or a commemorative plaque: a certificate of recognition or a commemorative plaque may be awarded at the monthly school assembly to a student who has achieved outstanding results in the area of the month's key competence or value, or who has contributed to the success of the event or his/her team in an academic or sporting competition
- a commendation from a teacher, class teacher, staff or principal:
  - a teacher's commendation may be awarded to a student who has achieved a distinction in all grades in a given subject and who has also shown outstanding diligence, motivation and discipline in the course of the semester and/or has performed outstandingly in a national academic or other competition in a given subject
  - a student who has distinguished himself/herself from his/her peers by exemplary behaviour and/or unstinting diligence and/or dedicated community service during the term may be awarded a commendation by the class teacher,
  - a student who has achieved an excellent end-of-year report and has been commended by his/her teacher in more than two subjects may receive a Board of Governors' Commendation,
  - a Principal's Commendation may be awarded to a student who has achieved outstanding academic, sporting or cultural achievements and/or has worked for the benefit of the school community.
  - Extraordinary class trip or class event: an extraordinary class trip or community event may be awarded to a class member who has set an example to his/her peers throughout the school year in terms of motivated academic work or responsible, helpful and disciplined behaviour
  - a book or other reward: for outstanding academic achievement or outstanding performance at a cultural or sporting event.
  - The school's "House system" is also a means of positive motivation and a form of reward that can be used.

The detailed forms of reward by age group are set out in the Reward and Assessment Policy, which can be downloaded from the school website.

#### **4. Disciplined and cultured behaviour**

Respect for the physical and mental well-being and dignity of others, and respect for each other's dignity are vital for fostering a harmonious school community and for effective and efficient academic work. Our primary aim is to encourage our students to recognise that accepting school values and respecting the rules is important for them and for the school community as a whole. The school's values mirror the broader societal norms, and so learning about them and maintaining them is of paramount importance to our educational mission.

If any of our students violate the school values or any of their obligations under the law or the school's internal regulations, they will face the consequences of their breach of obligations. Our aim, through the tools of pedagogy, is to ensure that a student who is guilty of breach of obligations (including conduct that is either active or by omission) is aware of the seriousness of the breach, its seriousness, its negative impact on others and the legal consequences of the breach.

In the event of breach of obligations, depending on its seriousness, the school will take measures in accordance with the Internal Regulations or, at the discretion of the teaching staff, initiate proceedings for breach of obligations. In the event of a serious breach of duty or one which causes public outcry, the school may waive the principle of corrective measures under the Internal Regulations.

Our school, following the principles outlined in the Internal Regulations may apply corrective measures consistent with the pedagogical methods used in the Anglo-Saxon and Hungarian education systems. The primary purpose of

corrective measures is to provide feedback to the student on his/her breach of obligations within a very short time, so no formal procedure is used. However, care is always taken to ensure that the offending student is given the opportunity to explain the background to his/her breach of obligations directly to his/her teachers (in particular the class teacher, the teacher concerned and/or the head teacher). We believe that it is an important part of education and training to teach students to be autonomous in this respect, so that parents are not required to be present when the circumstances of the case are investigated.

In all cases, the school will inform the parent of any corrective measures taken and, if justified by the nature and/or seriousness of the breach of obligations, may consult the parent on how to prevent recurrence and provide support in accordance with the Internal Regulations.

The teachers of the school are entitled to decide on corrective measures in accordance with the Internal Regulations, taking into account all the circumstances and the personality and behaviour of the student. Any corrective measure must adhere to the principles of respect and dignity as outlined in the Internal Regulations.

Corrective measures for the same breach of obligations may be applied only once, as per the Internal Regulations.

If it is judged that the breach of obligations goes beyond the point at which the application of a disciplinary measure may be sufficient from a pedagogical point of view, disciplinary proceedings may be initiated if deemed necessary. If the breach of obligations (act) committed by the student raises the possibility that the student's misdemeanour or criminal liability may need to be investigated, the school will file a complaint. In this case, the Board of Governors will decide whether to initiate disciplinary proceedings after the conclusion of the misdemeanour/criminal proceedings.

The Board of Governors decides whether to initiate disciplinary proceedings. In disciplinary proceedings, the school shall act in accordance with the provisions of the Act and the current provisions of the EMMI Decree No. 20/2012.

In proceedings for breach of obligations, emphasis is placed on allowing the student and the aggrieved party to agree on appropriate

remedy for the breach of obligations, where permissible under the Internal Regulations.

If the student causes unlawful damage to our school in connection with the fulfilment of his/her academic obligations, we will proceed in accordance with Article 59 of the Act.

## **5. Dress and uniform rules**

The school mandates wearing uniforms. The wearing of uniforms is compulsory during school hours and on field trips, as well as on other occasions when representing the school (e.g. academic competitions, sporting events). In the case of field trips lasting several days, a written request from the class teacher is required. The rules for wearing uniform are set out in the Uniform Policy, which can be downloaded from the school website.

Students' clothing (unless wearing school uniform is compulsory for the event), hair and appearance should be clean, neat and tidy. The wearing of make-up and coloured nail varnish is to be avoided except at certain school events (stage shows, carnivals). The wearing of necklaces or other jewellery, clothing or accessories that could cause accidents is not permitted.

Changing into appropriate shoes is advised during the winter months. Due to the regular use of stairs, the use of slippers as changing shoes is prohibited.

Gymnastic equipment must be worn during PE lessons. The composition of PE equipment is described in the Uniform Code.

The absence of gym equipment to enable safe exercise will prevent the student from fully participating in the sessions and may affect the student's assessment of his/her diligence at the discretion of the teaching staff.

## 6. Electronic equipment, valuables

The list of prohibited and restricted items that may be brought to school and the procedures for their use are regulated by Government Decree 245/2024 (VIII.8).

The application of these rules to telecommunications equipment at the School is as follows:

### Primary school

The import and use of mobile phones, smart watches and other ICT and media devices by students in lower secondary school is not permitted in the school. The use of ICT and other devices and devices for the use of ICT and mobile devices is not allowed in the school, except in exceptional and justified cases, where a request from parents, supported by good reason, is approved by the Deputy Head of Lower School. In such cases, the student must hand over the authorised device to the class teacher on arrival at school, who registers the receipt, collects the device in a lockable box provided for this purpose and takes it to the Deputy Headteacher's office before the first lesson. The deputy headteacher will lock them away in the drawer provided for this purpose until the end of the lesson. At the end of the school day, the parent or a representative of the child may collect it in person from the Deputy Principal at the Deputy Principal's office.

For the purposes of digital education in the lower secondary school, students may use the laptops available in the school for educational purposes, under the supervision of a teacher.

### Upper secondary school

The use of mobile phones and smartwatches by upper secondary students is discouraged and upper secondary school students in school and may only be used for educational purposes as recorded by the teacher in the electronic logbook.

Mobile phones and smartwatches brought to school must be handed over to the class teacher on arrival in the classroom, who will register the receipt, collect the devices in the lockable box provided for this purpose and take them to the Deputy Headteacher's office before the first lesson. The deputy head teacher will lock the boxes in the cupboard designated for this purpose. At the end of the lesson, the assistant principal hands the boxes to the teacher on duty, who returns them to the students or their parents, who sign them in the booth at the entrance to the corridor. The teacher on duty returns the unreturned phones to the deputy head teacher, who locks them back in the cupboard until the following day.

For the purposes of digital education in the upper secondary school, students may use laptops available in the school for educational purposes under the supervision of a teacher, and may use their own computers and those received for personal use for educational purposes under the RRF project, in accordance with the conditions laid down in the RRF project's General Terms and Conditions and the school's Laptop Policy.

Any teacher or staff member of the school is authorised to monitor mobile phone use by students. Devices may be taken away by their teachers from those who break this rule and returned only at the end of the school day. In the case of multiple or flagrant violations, the parents may collect the devices from the deputy headmaster in person.

The above rules also apply during field trips, except that the accompanying teacher may, where necessary and justified, make exceptions.

In addition to the above, only such equipment and objects may be taken into the classroom and to lessons as the teacher requests or authorises individually. The school cannot be held responsible for valuables, sums of money, games or sports equipment brought to school, or for loss or damage to them.

## 7. Use of languages in school

The language of instruction in the school's international study area is English, and in the bilingual study area the language of instruction is Hungarian and English. The use of English is compulsory for students and teachers in the subjects included in the timetable as English lessons.

English is the official language of internal school communication.

## **8. School events, other programmes, field trips**

The dates of the thematic weeks, competitions, festive events and school assemblies planned for the school year are published in the school calendar at the beginning of the school year, on the school website and in the regular school newsletter.

School events are closely linked to the objectives of the school's pedagogical programme and attendance is compulsory; absence without a valid excuse is considered as an unjustified absence.

During the school year, the classes take part in a number of field trips closely linked to the curriculum and limited to one school day (visits to museums, educational activities, library activities, nature walks, visits to historical monuments, memorials, theatres).

Class teachers ask parents' permission to take part in field trips planned for the school year and inform them of the programme.

The school's annual budget sets the amount of money per student that can be spent on field trips in the school year. The use of the budget is decided by the headmaster. The majority support of the parents of the class is required for the implementation of the programmes planned over and above the budget.

Once a year, the school may organise the following excursions at its own expense, subject to an annual decision by the Board of Governors and the parents' association:

- for students in grades 3 to 6, a field trip/forest school camp of several days within Hungary
- for students in class 7, a field trip of several days to a country of the class community's choice, to a Hungarian territory beyond the border
- for students in grades 8-12, a study trip abroad of several days to practise English or another foreign language studied in a real-life setting.

Participation in a self-financed study trip is not compulsory. If a student does not participate in a self-financed study trip, he/she may join another class in the school for the duration of the trip. For students in grades 8-12, participation in a multi-day excursion is subject to the completion and return of a signed "healthcare statement" and "student liability clause".

## **9. Specialist and sports clubs, day-care, other and leisure activities**

The school provides for participation in daily physical education in accordance with the legislation in force at the time. Exemptions from the 2 hours per week of daily physical education may be requested only within the legal framework in force, as provided for in point VI/1 of the School Rules.

As part of the physical education curriculum, students in grades 2 and 3 take part in intensive swimming lessons during the last months of the school year. The sessions count as regular school hours and the absence must be justified by the parent in writing or with a medical excuse, or by a club membership or water skills certificate that includes swimming instruction.

On school days, after the end of the morning class, a study session is provided. Registration for these sessions must be made at the same time as the optional free time activities and paid courses, for one semester at the beginning of the school year, according to the information published on the school website.

Applications for day-care and for specialised courses for which a fee is charged must also be made on this website. Applications are for one semester.

## VII. Working hours of the school

### 1. Timetable for the school year

The order of the academic year, including the school year, is laid down by decree of the Minister responsible for public education. The headmaster, in consultation with the teaching staff, shall draw up an annual work plan which shall include the working days without teaching which may be freely determined. The director shall publish the annual work plan on the institution's website. The annual work plan shall be approved by the maintainer.

### 2. General working hours

The school is open from 7:30 to 17:00 during school hours. The opening hours of the school may be different for school events.

Students arrive at school between 7:30 and 8:10. They may assemble in the lobby before school from 7:30 to 8:00, in the lobby or in the canteen/cafeteria from 8:00 to 8:15 and in the classrooms after the first bell.

After school hours (between 14:40-17:00 on school days and during the period indicated for the relevant non-teaching working day on non-teaching working days), there is a supervised supervision service. During this time, students are allowed to stay in the designated area with the designated staff member.

During school hours, students may leave with the permission of the class teacher, the deputy head teacher or the head teacher. Leave may be authorised by the authorised person if it is preceded by a written (email) request from the parent. In an emergency situation, the principal or the deputy principal may authorise the student to leave the institution, provided that the student's supervision is assured, and with the prior information of the parent.

### 3. Bell times

	Primary Prep – 5th grade		Middle School 6th – 8th grade Gymnasium 9th – 12th grade	
Period 1	8:20-9:05		Registration	8:15-8:25
Registration	9:05-9:15		Period 1	8:25-9:10
Period 2	9:15-10:00			
Period 3	break		10:05-10:50	
	10:35-11:20		break	
Period 4	Prep 1,2 lunch break	11:20-12:10		
Period 5	12:15-13:00	3,4,5 lunch	12:15-13:00	
Period 6	13:05-13:50			6,7,8 lunch
Period 7	13:55-14:40			9,10, 11, 12 lunch
Period 8	After School Study Hall	Gr5: 14:45- 15:30	14:45-15:30	
Period 9	Study groups 14:40-17:00	15:30- 17:00	15:30-17:00	15:30-17:00

#### **4. Recesses**

During breaks, students are supervised by designated teachers and teaching assistants. Depending on the weather, the breaks may be held in the playground or in the classrooms. During playground breaks, students are only allowed on the school premises under the supervision of a teacher or teaching assistant. The use of the playground is determined by the headmaster in the annual work plan.

#### **5. Extraordinary school holidays**

The school principal may order an extraordinary school break in accordance with Section 30 (5) of the Act and Section 13/A (2) of EMMI Decree 20/2012.

In the event of an extraordinary school break, the school will notify parents and students by email and via the school website.

The school days thus missed may be made up from the teaching days that may be freely used or from the normal school holidays, as decided by the headmaster.

#### **6. School meals**

Meals during school hours (lunch, midday meal, snack) are provided by the school through an external partner (school or third party service provider), at the school's discretion, and a hot meal restaurant or canteen is available on the school premises.

Lunch is served during the morning break and snacks during the afternoon break or after school. Lunch is served in rotation.

Students may supplement their school meals with a packed lunch brought from home, provided that the contents of the packed lunch are in line with the foodstuffs that may be sold in the canteens of the public education establishments under the legislation in force.

The ISB informs parents that students may not use the services of a caterer other than the school cafeteria or canteen during the time they are in the ISB or on the ISB programme, except on special occasions authorised by the school management (i.e. the ISB does not authorise the various caterers to deliver food to students in the ISB or on the ISB programme by means of a home delivery service.)

Bringing foods containing nuts and peanuts to school is prohibited due to the risk of a perishable allergic reaction.

Birthdays may be celebrated by arrangement with the class teacher. Food brought into school occasionally for community consumption (e.g. birthday cake) may only be brought in if it is accompanied by a certificate from the bakery (or other production facility). For food brought in for community consumption, the supplier must declare whether the food contains allergens.

#### **7. Use of ISB cards**

At the beginning of the school year, students and parents will be issued with a personalised magnetic card (ISB card).

The magnet card is required:

- for students and parents to log in and out,
- to enter and leave the school and to receive meals.

The information and rules for the ISB card are set out in the Acceptance Form signed at the time of acceptance.



## VIII. Rules for the use of school premises, equipment and school grounds

### 1. Use of school premises

Students are allowed to stay in classrooms after the first bell at 8:00 a.m. and until the end of the school day, except in rooms used for day care. During breaks and, in the event of bad weather, during long breaks, students are supervised by a teacher or teaching assistant.

Students are required to keep the classrooms and the specialised rooms they use tidy and clean, and to use their equipment and facilities properly and with care, in accordance with the school's internal regulations and the instructions of teachers and teaching assistants. Students participating in leisure activities must, in accordance with the school's internal regulations and the instructions of teachers and teaching assistants, keep the classrooms, classrooms and playgrounds used for these activities tidy and clean, keep their equipment and facilities in good condition and use them in accordance with their intended purpose. The use of the school's classrooms for development, tutoring, or leisure activities and specialised courses is subject to the prior authorisation of the headmaster.

Students may use the classrooms, the library and the events room only under the supervision of a teacher or teaching assistant and may not be in the rooms without supervision. Groups using the classrooms are responsible, under the supervision of the teacher, for leaving the classroom in a usable condition for the next group. Other rules for the use of the classrooms will be explained by the teachers during the first session. Students may use the named lockers in the corridors and classrooms to store coats and changing clothes.

### 2. Use of equipment

Students are responsible for the proper use, preservation, cleanliness and replacement of school equipment and tools (including yard toys) which they use, in the event of loss or intentional damage.

Students may use visual and teaching aids stored in classrooms for their intended purpose with the permission and under the supervision of the teacher. The rules for the use of computers, experimental and drawing equipment, gym equipment and library books are explained by the teachers during the first lesson.

Courtyard games may be used during breaks with the permission of the teacher.

### 3. Use of textbooks

The school provides textbooks to students in accordance with the central regulations on the supply of textbooks. Textbook orders are made by the textbook supervisors appointed by the headmaster, after consulting the working groups. The headmaster informs parents of the range of textbooks ordered. The head teacher sends the textbook order to the maintenance authority in electronic form and obtains the written agreement of the maintenance authority.

Textbooks are given to students at the beginning of the school year by the class teacher. Durable textbooks are given to students in their name at the beginning of the school year and they are responsible for their careful use. Students are responsible for replacing or reimbursing for the loss or unusability of textbooks (including English curriculum reading books) and library books for permanent use or other textbooks (including English curriculum reading books). They must use the English curriculum reading books according to the order laid down by the teachers.

The library will provide textbook copies for students to use locally.

### 4. Use of the playground

The use of the playground and the playground sports field is governed by the regulations issued by the Principal in the annual work plan and from time to time.

Students may only be in the playground under the supervision of a teacher or teaching assistant and may only leave it with the permission of the supervising teacher or teaching assistant. The supervising teacher or teaching assistant



decides on the use of certain areas of the playground, depending on the weather conditions and the age groups of students in the playground.

During the playground break, students may only be on the school premises with permission.

## IX. Forms of information and expression of opinion

### 1. Forms of information

The school administration informs students and their parents about current news, important information and upcoming events via the website and a regular newsletter sent to the e-mail address provided by parents. It is the parents' responsibility to follow up regularly on the information published here.

The school website has a dedicated internal website (the ISB online parent portal), which is accessible only to parents attending the school. It is used to register for classes, to fill in questionnaires, to vote, to download important school documents and to find out about school/departmental programmes.

Students' mid-term and end-of-year grades, mid-year marks, praise, reprimands, textual assessment of their work, certified and un-certified absences, tardiness are recorded by teachers in the e-crèche electronic diary. The school gives parents password-protected access to the above data. In the case of parents living separately, the provisions of the court order will prevail. Once the student has been enrolled, the school secretary will generate a logbook access authorisation for the parents and will inform them by email of the username and password required to access the logbook. Parents can access the interface from the school website or via the link <https://isb.e-kreta.hu>. Students can only access it independently from year 9 onwards. If you have forgotten your password, please contact the school office.

Teachers are required to record the marking of corrected papers in the e-sheet within 10 working days of writing. Parents are obliged to consult the e-file every school day to check the new entries. Daily classroom events and news about the life of the class can be followed on Edupage in the lower school and on Microsoft Teams in the upper school and high school.

Public school documents are available on the school website and at the school office.

Information on students' academic progress is also available during teacher and subject teacher visits and at the twice-yearly teacher visits.

Parents have the right to see their students' corrected papers.

### 2. Forms of expression of opinion

The opinions of students and parents may be expressed individually or in groups, orally or in writing, to the headmaster and deputy headmasters.

Verbal expressions of opinion may be made during office hours or during opening hours. An appointment with the school secretary is necessary to consult the management. Written comments (e.g. email) are always possible. Questions raised will be answered by the school administration within 30 days, where possible.

### 3. Formalities

Official business can be dealt with at the school office from Monday to Friday between 8:00 and 16:30.

For other matters, you can contact our teachers or the school administration at the email addresses, telephone numbers or office hours indicated on the school's internal website.

## Attachments

### 1. Rules for using the library

The school library is open daily from 8:30 to 15:40. Students may use the school library with the assistance of their teachers, teachers in the subject area or the librarian. The library's collections include:

- children's and youth literature in Hungarian and English,
- literature in Hungarian and English.

The reference library includes: encyclopaedias, dictionaries, lexicons, classroom quantities of compulsory reading materials. The volumes in the reference library can be read on the spot or placed on permanent display in the classrooms. The library is required to provide textbooks for students for on-site use.

Students attend regular library sessions at the times specified in their timetable as part of the Hungarian mother tongue and the complex English language learning programme. The aim of the sessions is to familiarise students with outstanding works and authors of Hungarian and international children's and youth literature, to familiarise them with the library and printed media, to practise research related to given and individual interests, and to prepare for academic competitions.

Conditions for borrowing:

- All teachers and staff of the school and students enrolled for the school year are entitled to borrow books.
- The maximum loan period for books is 1 month, which may be extended by 1 or 2 weeks as necessary.
- All borrowed books must be returned to the library 1 week before the end of the school year.
- Damaged or lost books must be replaced. If a missing or damaged book cannot be obtained, it must be replaced by a book of the same type or reimbursed after consultation with the librarian teacher.

The school library maintains regular contact with the children's library in the Ugozca Street branch of the Szabó Ervin Library in the XII. district of Budapest - we participate in their programmes, take part in their reading programmes, take part in their competitions, attend thematic activities, and use their help to collect materials.

The librarian organises curriculum-related quizzes, project days, invites guests, organises book fairs and book exchanges.

The library welcomes all donations of books that are part of its collection.

### 2. Safeguarding and Health Protection Rules

Smoking is strictly prohibited throughout the school premises and within a radius of 5 metres. The consumption of alcoholic beverages and mind-altering substances harmful to health is strictly forbidden in the school buildings and throughout the school premises.

Teachers and school staff receive fire safety training at the beginning of each school year. Class teachers and teachers of environment/natural sciences discuss with students the rules to be observed in the school with regard to accident and fire safety in class and in their lessons. The school management organises fire drills twice a year and discusses the results with the staff, teachers and students. The school's fire and disaster prevention documents are available for consultation at the school secretariat.

The school doctor and the school nurse are available once a month at the school on a fixed day and time, and can be contacted by email by parents. During the school year, students undergo compulsory school check-ups as required by law. Parents are informed of the results by the school doctor.

In order to prevent accidents at school, the school provides supervision during the school breaks. Teachers on duty try to prevent dangerous situations and report any accidents to the school's senior manager (headmaster or deputy headmaster). If required by law or justified by all the circumstances of the case, the school records the accident.

The school secretary will call an ambulance if necessary and inform the parents. First-aid supplies are available at the school secretariat or at the designated first-aid points marked with a green cross.

If a student may require any special care at school for medical reasons other than the usual (e.g. allergies, asthma, regular medication, special life-saving procedures, etc.), the parent must complete and hand in a 'Medical Authorisation Form' to the school office (a sample form is available in the school office or can be downloaded from the school's internal website).

### 3. Classification Exams

Lower secondary education	Written	Oral	Practical
Hungarian language and literature	X	X	
Mathematics	X		
Environmental studies	X		
Ethics			
English language / ELL	X	X	
Vocal music		X	
Visual culture			X
Technology and Design			X
Digital culture			X
Physical Education			X
Science	X		
Social Studies	X		
Upper Secondary	Written	Oral	Practical
Hungarian language and literature	X	X	
Mathematics	X		
History	X		
Civics (SS)	X		
Science	X		
Ethics		X	
English language / ELL	X	X	

Spanish language	X	X	
German	X	X	
Complex science in target language (Science)	X		
Complex Science in target language (Geography/Social Studies)	X		
Digital Culture			X
Visual Culture			X
Drama and theatre			X
Vocal music	X	X	
Technology and Design			X
Country studies (Social Studies)	X		
Physical Education			X
National and Ethnic Studies module			X

### International module

Information on Cambridge and IB curriculum subjects will be provided two months before the exam, depending on the expectations of the year.

