



## Mission Statement

The goal of education is to develop the self and find one's voice. To this aim the BME International Secondary School mentors students to reach high academic standards, engage in the school and local community and explore life ambitions while focusing on respect for the visions of others. Having a multinational student community, the BME International School stresses the integration of the student by developing meaningful relationships with other students, into the broader values and rationales of the international community.

Each student as a member of the school community has rights and duties. The student's rights and duties are determined by the Law of Education (Lax CXC/2011 and 229/2012.) and its modifications: CXXI 11/1994 and LXII/1996.

### I. Administrative measures to guarantee high standards in education and lesson activities:

#### 1. Lessons and breaks:

1 <sup>st</sup>	8.30-9.15	5 <sup>th</sup>	12.30-13.15
2 <sup>nd</sup>	9.25-10.10	6 <sup>th</sup>	13.25-14.10
3 <sup>rd</sup>	10.20-11.05	7 <sup>th</sup>	14.20-15.05
4 <sup>th</sup>	11.15-12.00	8 <sup>th</sup>	15.10-15.55

- Attendance is compulsory for each student.** They must be in class at least 5 minutes before the first lesson begins. The classroom may be left only with the permission of the teacher. Before 12 o'clock the school building can only be left with the permission of the principal. After 12 o'clock students can leave only after their last scheduled lesson is over or - at parental request with permission granted by the Principal - during the lunch break between 12:00-12:30.
- If the student is not in the classroom when the lesson begins, that is a late arrival.** Coming late 15 times leads to a warning given by the class tutor. If the student is late 20 times, strong warning will be given by the class tutor. If he/she should be late 30 times, the student is given a warning by the director. Should the overall duration of late arrivals exceed 45 minutes an unjustified absence warning will be issued.
- Achievement marks and messages, invitations, comments/commendation/warning are sent solely via the electronic report book. Please log in regularly to follow your child's progress.
- It is compulsory for students to be present on programmes, celebration organized by the school.** Exemption can be given by the class tutor or the principal.

### II. Absences and how to justify them

- Exemption from the Physical Education for longer periods can be requested on the basis of a doctor's certification** or that of a sports club in writing. In Physical Education the validity of a request may be counterchecked (except for a doctors certificate), and permanent exemption can be changed into temporary. Parental exemption request should be presented to the class tutor before the lesson.
- Absences not longer than 3 days can be justified by the parent(s),** but the number of lessons **cannot be more than 30 in one semester.** Justifications by parents are accepted only if written in the message book. Under certain circumstances the class tutor may countercheck any justification after talking to the person who has issued it, and all kinds of requests for exemption for a lesson/day off are included in this number, except for special permission from the principal.
- Absences over 3 days can be justified by doctors only** and the document must be signed by the parent(s), too.
- If the student falls ill, the parents are requested to inform us by phone on the first day of absence** saying what the case is and how long the student is likely to be absent. If a student falls ill during a lesson or a break, it should be reported to the subject teacher, the class tutor or the school secretary so that the student can go for a medical examination. If necessary, she/he will be accompanied.
- The student is required to hand over the justification to the class tutor the very day she/he comes to school, if possible.** It is the student's duty to justify an absence even if the class tutor does not warn them. If the absence is not justified within a week, the absence will be taken for unjustified.

6. **After being absent the student must make up for the uncovered study materials** and must prove it has been done in the way the subject teacher requires it.
7. **If the student has been absent from 30% or more lessons of a subject or it has been impossible for the subject teacher to give them enough marks, they cannot be marked at the end of the academic year** and they can continue their studies only after a successful supplementary examination.
8. **If the total number of missed lessons exceeds 250, the student cannot be marked at the end of the academic year.** The teacher's staff might permit the student to take a qualifying examination or should repeat the year.
9. **If the number of unjustified lessons exceeds 50 during one academic year, and if the student is over the age of compulsory school attendance, their status as a student comes to an end.** Under the above circumstances the student below the age of compulsory school attendance (16) can be transferred to another secondary school.
10. **Unjustified absence will result in disciplinary actions as follows:** According to the 20/2012. (VIII. 31.) Decree on regulating public educational institutions:
  - The School is obliged to inform the parents after the first and tenth unjustified absence. In case of further unjustified absences the School is obliged to seek assistance from the Child Welfare Office to reach the parents.
  - Reaching three unjustified lessons a tutorial warning will be issued. (mark of conduct cannot be excellent)
  - Reaching seven unjustified lessons a tutorial strong warning will be issued. (mark of conduct cannot be better than "changing")
  - Should the overall unjustified absences reach 10 lessons the Principal must report it to the Department of Children's Affairs / Immigration Office and the Child Welfare Office. A joint action plan is discussed to analyze the causes of absences and outline possible preventive measures. A principal's warning will also be issued. (mark of conduct cannot be better than "bad")
  - Missing 30 lessons unjustified will be reported directly to the Central Violations Bureau and a repeated note is issued to the previously mentioned authorities. After 50 unjustified absences The Department of Children's Affairs shall initiate a child protection procedure by taking the child out of the family temporarily.

### III. Measures for private and common property:

1. **Each student is personally responsible for the valuables of the school** both morally and financially.
2. **If somebody notices some kind of damage, they must tell the school secretary** immediately.
3. **If the student causes damage either deliberately or due to carelessness, the parents must pay for the damage.** The damage must be reported to the class tutor. If damage was caused deliberately, the person must be prosecuted.
4. **Everybody should take care of their own valuables,** money and belongings, as the school cannot take any responsibility for them.

### IV. Behaviour at school and school organized activities (fieldtrips, camps etc.)

1. **The students greet the teacher or visitor entering the classroom by standing up.**
2. **During classes the requirements of the teacher are to be followed.** It is the teacher who specifies what kind of books, exercise-books or other equipment is needed. The student must have this specified equipment during lesson time and take it home after classes. If the students cannot work during lesson time due to lack of equipment, the subject teacher will warn them. If the case is repeated, disciplinary measures will be taken. The student is to be well prepared for the day. He/she may be asked to give a report of previous material orally or in writing any time.
3. **The students must behave appropriately during lesson time, before lessons, in breaks, in the buffet, they should never disturb others.** Students are not supposed to eat and drink during lessons.
4. **On special occasions formal clothes** are required (preferably black and white).
5. **It is forbidden to drink alcoholic drinks or use drugs at school and at programmes organised by the school.** If this regulation gets broken, severe measures will be taken.
6. **Smoking is strictly forbidden** in the school area. Staff members can only smoke in the designated smoking areas (The smoking area is restricted to those who are 18 or over, nobody else can enter there) the designated smoking area is 5 meter from the entrance of the school, outside.

7. **Things which are dangerous for the students or the employees of the school are forbidden to be brought to school.** It is also forbidden to use things (e.g. mobile phone) which may disturb the lessons. Should the student use any forbidden communication devices the teacher first will warn her/him, then may take the device and give it to the principal. The device shall be given back by the principal only.
8. **Our school is based on students of several nationalities**, who have different cultural background. This fact must be taken into consideration by everyone. Anyone, who – on the basis of ethnic, racial or religious difference – tries to create a hostile atmosphere or joins some motion of this kind, will be expelled from our school at once, and the student's status comes to an end.

#### V. Students on duty

**In each class or group there should be a student on duty who is responsible for the order of the room.**

1. In each class or group there should be a student on duty who is responsible for the order of the classroom, airs the room, cleans the blackboard, and provides chalk and sponge.
2. If any special equipment is needed for the lesson (e.g. video, map etc.) they have to take care of those in time.
3. If there is a change in absences during the day, they inform the teacher about it.
4. If the teacher does not arrive within 10 minutes after the beginning of the lesson, they inform the secretary.

#### VI. The individual and group rights of the students and the way they can exercise them.

1. **The students can exercise all their rights guaranteed to them by the Regulation** and other higher level state regulations on class level or on school level through their elected representatives.
2. **For representing their interests the classes may elect a student.** The class can raise questions, indicate problems and make suggestions through their elected representatives directly to the school management.
3. **Students are entitled to choose elective courses**, with the application deadline 15<sup>th</sup> Sept. 15<sup>th</sup> each. The list of these courses:
  - German, Spanish or French for foreign students
  - Higher level preparation courses for 12<sup>th</sup> and 13<sup>th</sup> graders (max 2 subjects for 2-2 lessons/week)
 Once a student has applied and accepted, attendance is compulsory; the subject becomes part of the regular curriculum of the student. Evaluation during these lessons is part of the term grade of the subject. Cancellation can only be initiated by a written request of the parent, and it is the subject of the consent of the principal.
4. **The students may use the school's educational facilities**; participate in the school's extracurricular activities.
5. **They may use the school library and the computer facilities**, where they have to follow special regulations. (*See: Acceptable Use Policy of the BME International Secondary Grammar School*)
6. Students have the right to form a self-governing committee to channel opinions and requests of the student body to the school's directorate. Each student has the right to elect or to be elected as a committee chairperson. The Committee is responsible for organizing activities for a special day without academic teaching. Students and parents have the right to be appropriately informed about issues concerning them and obtain relevant answers for their inquiries via the electronic report book or in writing.
7. Commendation of students is a major form of motivation. Excellence in academic achievements will be awarded by written commendations in the report book and School Leaving Certificate. A special award and Scholarship is given to the top performer annually.
8. In case of misconduct of behaviour and violation of the School Regulations oral and written warnings of the form teachers are issued. In serious cases and repetition of incidents strong warnings will be issued. The Head teacher's warnings and strong warnings represent the next step in disciplinary measures.
9. Parents have full access to the electronic report system with the code provided by the School. The link is indicated on the website: [www.bmegimnazium.hu](http://www.bmegimnazium.hu)
10. Supplementary and resit exams are conducted in mid-December and late-June or August. Eligible students can hand in application forms one month prior to the exams. The detailed requirements passing these exams are outlined in the School Curriculum ("helyi tanterv")

## VII. Closing regulations:

1. In cases which are not regulated by the school Regulations, the rules of the school's Regulations of Organisation and Maintenance or the existing Hungarian laws are to be followed.
2. **Each student of the school has to know and follow the Regulations.** The student who breaks some rules of the Regulations will be given warning – subject teachers', form tutors' or principals'. In more serious cases disciplinary measures will be taken including disciplinary committee conference and suspension of the privileges or expulsion from the school with or without probation period.
3. **If a child's status as a student comes to an end because the Regulations have been broken, the family cannot claim for any kind of compensations or refund of the foundation support.**
4. For IB students additional regulations and policies apply developed and supervised by the International Baccalaureate Foundation Office (Route des Morillons 15 Grand-Saconnex, Genève CH-1218 SWITZERLAND)

1<sup>st</sup> attachment to the Regulations

Tuition fee

The foundation support for one academic year is 1.200.000 HUF for all grades. The foundation support is to be paid in two equal instalments before the beginning of a semester, which is non-refundable. (For a single instalment payment 5% reduction is applicable) A Sibling Allowance for brothers and sisters is awarded to all parents as follows: second child and all subsequent children 35% reduction of fees.

## Services

**Textbooks for the year** (distributed once, before or at the beginning of the school-year).

Books are provided for use, the students are expected to preserve their condition. After use, books must be returned, on leaving school the latest). If a book has been lost or damaged, the student must either replace it or reimburse the school for its full amount.

## Consultation

Coaching hours: one hour per week per subject as need arises. The student is to inform the subject teacher at least one day in advance. Each teacher has one hour per week set aside for consultation.

## Special subject study groups and extracurricular activities

A student may join maximum 2 groups in a semester. The groups are advertised in September for which the student signs up in writing. With at least 5 participants work begins in October. If the number of participants decreases below 5, the group may be cancelled.

## Preparation and fee of a Cambridge international language exam (once).

Students are eligible to take a Cambridge exam in the second semester of the 12<sup>th</sup> year, which term can be changed. Before the exam the applicants write a mock-exam, and on the basis of its result the student is financed by the school to take the exam or not. The students apply for the exam in writing then the school arranges the real application. The school will pay for one attempt only.

**Tickets to museums and theatre performances if the programme is organised by the school** : Maximum 2 tickets per semester can be provided.

## Travel expenses and accommodation in the yearly study trip:

A 2-day study trip is organised every year for our classes. The above expenses are covered by the school up to 6000 HUF/student. Other expenses (food, admission fees etc.) are paid by the students.

## Organizing the skiing programme:

Students may apply for this programme every year. Expenses covered by the students include travel, accommodation, and track user's pass, insurance. If someone has had serious disciplinary problems prior to the programme, they may be banned from participating. The expenses of the accompanying teacher(s) are paid by the school.

## Expenses of the freshmen's camp

Every year, at the end of August the school organises a 3-day programme for newly admitted students. Participants need only some pocket money, as travel, accommodation and full board are paid by the school. A few students from higher classes are also invited to this programme on the recommendation of the staff.

## Organizing and covering the 50%-of the expenses of an English language study trip to Great Britain

Furthermore participants should pay the admission fees, visa if necessary, provide pocket money as well. New students of the 12-th grade must cover all expenses. If a student wants to join this programme more than once, all the expenses must be covered by the family. The aim of this programme is practising language and learning about the cultural background.

## Hot lunch

Students are offered an optional hot lunch in the school dining hall for 600 HUF per meal (original value of lunch: 800-900HUF).

## Pre-graduates' ball

A special ball for graduating students is organised every year. The school pays the rent of the hall (up to 200.000), for printing the invitation cards and the fee of the dance teacher for teaching 2 dances. The school covers 5000 (boys)-7000 (girls) HUF for hiring costumes for each student. All other expenses are covered by the students except for hiring costumes for students in lower classes who join the dance(s).

## Day of social sciences, day of natural sciences

In the first semester a day of social sciences and in the second a day of natural sciences is organised. Admission fees and/or the guide's fee are paid by the school. As these days are normal teaching days participation is compulsory.

## 2<sup>nd</sup> attachment to the Regulation

## How we evaluate conduct

The mark for conduct should show the student's relationship to the community, to its members, activity in favour of the community, discipline and behaviour. The mark should have a pedagogical effect.

Main points for evaluating conduct:

- Behaviour during lesson time, at school and programmes out of school /is he/she polite, well-educated, disciplined etc. ?/
- Participation in community, sports and cultural activities /is he ready to contribute, help, organise, etc. ?/
- discipline /unjustified absences, study/
- the student's influence on the community
- approvals and/or warnings

### **Conduct is**

Excellent if the student

- does outstanding work in favour of the school or class
- has a positive effect on the community
- keeps the school Regulations
- is reliable, helpful, is not late
- sets a good example
- is initiative in sports and/or cultural activities and participates in an area
- has not more than 1 unjustified lesson per (2/ academic year)
- has no written warning

Good if the student

- does not initiate but is reliable in doing sports and cultural activities
- keeps the school Regulations
- is reliable, is not late
- if there is nothing serious against his/her conduct
- the number of unjustified absences is not more than 6 per academic year
- at most he/she has a warning from the class tutor.

Changing, if the student

- rarely participates in cultural or sports activities
- is unreliable
- his/her behaviour is often blamed, disturbs lessons
- keeps the school Regulations only when repeatedly warned
- the number of unjustified absences is not more than 12 per academic year
- his/her maximum penalty is a written warning by the director

Bad, if the student

- deliberately obstructs work and development
- breaks the school Regulations often/seriously
- his/her behaviour usually disturbs lessons
- is impolite, his/her tone is not acceptable
- the number of unjustified absences exceeds 12 lessons per academic year
- has been given a strong warning in writing by the director

Changes in the student's personality are to be considered but the primary points are the number of unjustified absences and the grade/level of written warnings.

### **How we evaluate effort**

The mark for effort shows the student's relationship to his/her studies, sense of duty, interests and performance related to abilities. In consequence it is not bound to the average of study results except if the student fails in a subject.

Main points for evaluating effort:

- balance of abilities and results
- carefulness, self-reliance, systematic work
- is the student prepared for subject lessons? Is he/she active?
- does he/she do extra work? (e.g. presentations)

### **Effort is**

Excellent, if the student

- is well organised in order to acquire knowledge
- does systematic work, is self-demanding
- shows interest during lesson time
- is doing his/her best in all the subjects
- does extra work in one or two subjects

Good, if the student

- is usually well prepared but does not show special interest
- is not willing to do extra work
- performs near to his/her abilities

Changing, if the student

- is often unprepared
- performs below abilities
- is unreliable in studying

Bad, if the student

- usually comes to school unprepared
- does not participate in work on lessons
- performs dramatically below abilities
- fails in a subject

### 3rd attachment to the Regulation

#### Scholarship, tuition fee reduction

##### a.) Scholarship

Eligible students may apply for the scholarship. The scholarship means a full tuition fee reduction and is awarded per semester.

##### **A student is eligible for the scholarship if**

s/he has achieved an average of 5.0 in her/his school report,  
her/his effort and conduct is excellent,  
s/he is an outstanding, active member of the class and school community,  
s/he meets all the above requirements.

The scholarship is awarded – every semester – by a four-member committee. The members of the committee are: the principal, the vice principal, the class teacher of the applicant and a representative of the student self-governing body. The scholarship can be given maximum to one student at a time. The scholarship can be given only once to a student during her/his studies.

##### b.) Tuition fee reduction

The student who has achieved a 5.0 average in her/his school report pays 60% of the tuition fee of the next semester.

The student who has at most two grades of 4 in her/his school report and all the other marks are 5.0 pays 80% of the tuition fee of the next semester. (The evaluation of effort and conduct is counted in!)

In the preparatory (9kny) class, the English language grades will be taken twice into consideration.

## BME International Secondary Grammar School Acceptable Use Policy

Computers are used to support learning and to enhance instruction. Computer networks allow people to interact with many computers. The Internet allows people to interact with hundreds of thousands of networks and computers. Because access to the Internet provides connections to other computer systems located all over the world, users (and parents of users who are students) must understand that staff members cannot control the content of the information available on these other systems. Some of the information available is controversial and sometimes may be offensive. The BME International Secondary Grammar School does not condone the use of such materials. The School is taking every action possible to prevent students from accessing inappropriate information.

### Acceptable Use Policy and Regulations:

- The Internet account is free to users.
- It is a privilege to receive an Internet address.
- A responsible user of the Internet may keep an account as long as the user is a student at BME International Secondary Grammar School

### A responsible user may:

- Use the Internet to research assigned classroom projects.
- Use the Internet to send electronic mail to other users.
- Use the Internet to explore other computer systems.
- Be responsible for any damage caused to the system

### A responsible user MAY NOT:

- Use the Internet for any illegal purpose.
- Play games promoting violence
- Use impolite or abusive language.
- Violate the rules of common sense or etiquette.
- Change computer files that do not belong to the user.
- Send or receive copyrighted material without permission.
- Share his or her password with anyone.
- Access inappropriate material (s) e.g., pornography, hate or bias-related information.

### A responsible user should:

- Start up and shut down the computers appropriately
- Not damage the system and its components
- Not alter, modify, delete or uninstall any part of the software installed
- Report any accidents, damage or unlawful activity that may threaten the safety of the users, system and the computer lab.
- Not plug or unplug additional hardware without the permission of the system administrator

### Privileges

The use of Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator will deem what is inappropriate use and his decision is final. The administration and staff of the BME International Secondary Grammar School may request the system administrator to deny or suspend specific user accounts. Failure to adhere to these rules will result in the following disciplinary action:

1. **First misuse:** Loss of use of all computers for one month
2. **Second misuse:** Loss of use of all computers for one term plus a note to the parents
3. **Third misuse:** Permanent loss of use of all computers.