

School Rules at Karinthy Frigyes Gimnázium

The School Rules contain the provisions related to students' rights and obligations. The program of the school year is determined by the work plan of the institution, which is based on the "Calendar of the School Year" published in the Oktatási Közlöny, and also considers the specific features of the school. The document is drawn up by the principal and approved by the teaching staff, also taking into consideration the opinion of the student council. The students are informed about it by their form teachers during the first form teacher's lesson. The work plan of the institution is available from the Secretary.

Adherence to the School Rules is compulsory for everybody concerned.

1. Rules concerning the establishment of student status

Our school is an institution with nationwide enrolment, but it expects applications primarily from students who live in Budapest and are currently in grade 8. The condition for the establishment of student status at the school is the successful performance in the entrance exam.

2. Rules of admission, transfer

Our school is a secondary school that develops and supports outstanding talents. Applicants are ranked on the basis of their school results in primary school, their results in the written exams, which use centrally issued and standardised exercise sheets and measure mathematical and Hungarian language competences, and the oral entrance exams organised by our school. The application schedule and the general rules of the admission process are set out in the Ministerial Decree regarding the current academic year. The application guide for the following academic year is published in the information system of public education (www.kir.hu) and on the web page of the school (www.karinthy.hu) by October 31 each year.

Transfer from other schools, its conditions and requirements are decided by the principal after the receipt of the application.

3. Criteria for enrolment into classes and groups

Once admitted, students are divided into classes or (language) groups according to the faculty codes chosen by them, the chosen second foreign language and the results of the language exams written by them. Requests based on any other criteria are adjudicated by the vice principals in charge of the given faculty.

4. Rules governing the termination of student status

The rules governing the termination of student status are applied in accordance with the National Public Education Act and other relevant regulations.

5. Rules concerning the daily schedule

The program of the school year and the daily schedule of the school are compulsory for each student. During teaching time unauthorised exit from the school buildings is prohibited. Authorisation can be obtained from the form master/mistress, the principal or the vice principals. In justified cases movement between the two buildings of the school is not considered as exiting the school.

The classrooms and the changing rooms assigned to each class are managed in accordance with the rules of the school by the students in charge, who are assigned on a weekly or permanent basis by the form teacher.

The responsibilities of the students in charge include:

- informing the teacher about any damage found upon entering the classroom;
- informing the teacher about absent students
- informing the Secretary about the absence of the teacher 10 minutes after the bell that marks the beginning of the lesson;
- ensuring the proper ventilation of the classroom during breaks;
- ensuring that chalk is available and that the board is clean;
- ensuring that the chairs are placed on the desks after the last lesson of each day;
- ensuring that the changing room assigned to the class is always clean and tidy.

The school facilities are open from 07:00 to 18:00. With special authorisation issued by the principal or the vice principals the opening hours may be extended. The official working hours of the institution are from 07:30 to 16:00 on schooldays.

6. Rules governing the drafting of the daily schedule of lessons

Teaching is done according to the schedule of the lessons, in agreement with the allotment of subject lessons, according to the timetable, under the leadership of the teachers in the assigned classrooms as follows:

- the daily teaching time lasts from 08:00 to 15:00;
- in justified cases the principal may order shorter lessons and breaks;
- the duration of lessons is 45 minutes;
- the first lesson starts at 08:00;
- zeroth and eighth lessons are allowed if they are justified by timetable constraints.

The students should arrive at the school at least 10 minutes before the start of lessons.

The students must fill in and administer their own daily school report book (“ellenőrző”) properly and keep it with them each school day.

Lessons may not be disturbed once they have started; in justified cases an exception can be granted by the principal or the vice principals. Double lessons can be combined if the subject teacher and the students agree. As long as other lessons are not affected, in justified cases (e.g. when it facilitates lunch) the beginning of certain lessons may diverge from the rule if the subject teacher and the students agree and the management of the school is informed.

7. Breaks, ringing schedule

The school bell rings 3 minutes before (warning), at the beginning (:00 of every hour) and at the end (:45 of every hour) of each lesson. With the exception of the designated lunch break, students should spend the break on the corridors if possible; they should look after themselves and their fellow students. The 15-minute break is also lunchtime for some student groups. Lunchtime is between 11:30 and 14:30. The buffet is open until 15:00.

The school public address system can only be used to announce information of public interest, and only in the first and second breaks, between 8:45 and 9:00 and between 9:45 and 10:00. Exceptions to this can be authorised only by the principal.

8. Way of justifying absences

Students are obliged to attend all lessons and compulsory school events. They should arrive at the designated classroom or, in the case of a locked classroom, in front of it, before the start of the lesson (the bell that signals the start of the lesson). The teacher notes absences and late arrivals and their duration in the class register. Late arrivals or absences should be justified by the student within 3 school-days of the absence (**or** in the next form teacher’s lesson as the latest acceptable date). There is no tolerance period during the last week of school before the summer holidays. Justification of absences should be presented to the form master/mistress as soon as possible. In case of illness the justification should specify the days affected or in the case of medical investigation during teaching hours, the lessons affected.

In reasonable cases the form teacher may reject the justification, for example if:

- i. it is not signed by the parent (guardian) (even in the case of justification by a doctor!);
- ii. on the basis of other information (e.g. personal experience) he/she is convinced that the student did not act in accordance with the facts included in the justification in the period in question;
- iii. it is not appropriate for some reason (e.g. a student above the age of 18 brings justification issued by a paediatrician);
- iv. the doctor’s stamp is smudged and the doctor cannot be identified on the basis of their signature.

On schooldays which have been moved to Saturday the school accepts justifications by parents only if they are announced in advance and agreed upon with the form teacher.

Parents (even those who are doctors!) can justify absence on at most three school-days per year. If the student appears at the school, then justifications are not valid for the given day.

Justifications issued by a close relative can be accepted as a doctor’s justification only if the form teacher agrees (the definition of close relative corresponds to the relevant section of the Civil Code in effect). If possible, the registration number of the doctor’s register should also appear on the justification.

The form teacher may justify three more days at their discretion. If the absence exceeds this duration, then absence needs to be authorised by the principal, based on the opinion of the teachers of the student.

If the total number of the student's (justified and unjustified) missed lessons exceeds two hundred and fifty lessons in a school year or thirty percent of the lessons in a given subject, the student cannot receive a mark at the end of the school year unless the teaching staff allows him/her to take a grade-awarding exam.

9. Measures taken in the case of unjustified absences

If a student does not arrive before the beginning of a lesson, they are late. Late arrival must be justified. If late arrival or absence is not justified within the time limit, the absence is to be considered unjustified. One unjustified lesson absence counts as one penalty point. Three unjustified late arrivals also count as one penalty point (independently of their duration, because of the disruption of the lesson). If the total time of late arrivals exceeds the duration of a lesson, late arrivals are regarded as a justified or unjustified lesson absence.

After 5 penalty points the student is reprimanded by the form teacher in writing, after 10 penalty points they are reprimanded by the principal, upon reaching 15 penalty points disciplinary proceedings are initiated against the student. If the student is already subject to disciplinary action due to some other offence, in the above cases the next disciplinary step should be taken.

After 30 unjustified lesson absences student status ceases automatically if the student has reached the upper age limit for compulsory school attendance.

10. Rules governing the provision of continuous supervision during opening hours

During teaching hours students may not be left unsupervised at the school. During the compulsory lessons contained in the timetable and during extra-curricular activities students are supervised by the teacher holding the lesson or the activity. During breaks or immediately before and after the teaching hours (from 7:30 to 15:00) the students are supervised by the teachers on duty as set out in the supervision schedule.

11. Use of working days without teaching

The work plan of the institute also contains the norms for using working days without teaching.

12. Action in the case of a bomb alert

See the actions in *Appendix 1* of the School Rules.

Lessons cancelled due to a bomb alert are relocated according to the decision of the principal.

13. Rules concerning institutional events

The students of the school are expected to behave and dress in a civilised manner under all circumstances. At school ceremonies – including the ball of the graduating classes (“szalagavató bál”) and the school-leaving ceremony (“ballagás”) – the students are expected to wear white top and dark skirt/trousers or suit. (The only exception is the gown hired by the student from the school.)

The cultural, entertainment events of the school are limited-entry: they can be attended only by current or former students of the school. Strangers can enter the school building only with authorisation obtained in advance.

Anybody who enters the area of the school or a school event consents to the fact that photos or video or sound recordings can be taken about them and that these can be used by the school for its own purposes.

14. Rules concerning objects brought into school by the students

Cloakroom

We provide a lockable cloakroom for each class. The security and the cleanliness of the cloakroom is ensured by the students assigned by the form masters/mistresses. It is not desirable to keep valuables of higher value (jewellery, mobile phones, expensive electronic items or clothing) in the building of the school. The school does not assume responsibility for valuables left in the cloakrooms and the changing rooms.

Handling of lost and found property

Found items should be handed in to the reception; the place and time of finding and the finder's name should be specified. Any such property should be noted by the receptionist in the notebook assigned to this purpose. Property found in the building but not asked for will be offered for charitable purposes six months after it was handed in.

Regulation of advertisements posted at the school

Advertisements can be posted only on the surfaces designated for this purpose. Only advertisements stamped and signed by the school management can be posted; the date of expiry must also be displayed on

them. Unauthorised advertisements will be removed. Flyers and advertising leaflets can be distributed at the school only with the **prior** consent of the school management.

Security camera system

A closed-circuit security camera system is in operation at the entrance, on the street front and on the corridors of the school. The recorded images can be accessed only by authorised personnel, and are used only in justified cases (suspected damage, theft etc.). The recorded material is automatically deleted following the period set out in the security regulations.

15. Rules related to items not required for exercising rights or meeting requirements originating from student status

Students may not use items which are not required for exercising rights or meeting requirements originating from their student status during lessons (e.g. mobile phones, entertainment electronics). Such item(s) will be switched off, taken away and handed in to the school secretary by the teacher. In the first such case the student may receive the item at the end of the school hours but in subsequent cases the item can be delivered only to the parent (or guardian).

16. Rules connected to extracurricular (out-of-school) activities organised by the school and related to the fulfilment of the pedagogical program

Students must also observe the rules concerning extracurricular activities. Those who break these rules can be excluded from the activity (e.g. in the case of library debt overdue by more than one month the student can be excluded from borrowing, or in the case of repeated absence from the activity). Extracurricular activities should be supervised by a teacher (with the exception of self-development groups authorised by the principal).

Students are expected to behave in a disciplined, decent way during out-of-school activities organised by the school (camps, trips, performances etc.) and to observe the general rules concerning school events. Damage caused by intentional or negligent behaviour must be compensated for by the person who caused it, who will also be subject to disciplinary measures.

17. Rules concerning the setting up of student groups

The students of the school may set up student groups or initiate their creation in order to organise joint activities. The planned time, place, aim (topic) and – if required – the supervising teacher's name must be discussed with the school management.

18. Rules related to the use of the school facilities

The equipment and teaching aids of the school must be protected against damage, so the school rooms and the equipment can be used only for their designated purpose. Damage caused by misuse is considered as damage caused intentionally. Damage caused by intentional or negligent behaviour must be compensated for.

19. Rules concerning the use of the school area, building, rooms, equipment

Students may participate in remedial, sports group and club activities, study groups and self-development groups, academic competitions and school events. They have controlled access to the

- libraries,
- sports facilities,
- computer network,
- other facilities of the school.

20. Restrictions on the use of school facilities

Temporary use of the rooms, the great hall, the dining room and the sports facilities of the school may be granted at the discretion of the school principal according to the following guidelines. In the case of longer period, use may be granted

- in the first place to the students, teachers and other employees of the school,
- in the second place to the former students of the school,
- in the third place to tenants from the institutions of the district,
- in the fourth place applicants not listed above may rent the required rooms and facilities.

21. Rules related to the protection from damage of facilities in use

The rules related to the protection from damage of rented facilities are stipulated by the principal or vice principal in charge or stated in the rental agreement agreed upon and signed by both parties.

22. Provisions concerning income derived from the use of facilities

Any income derived from renting or hiring school facilities is used to pay the employees' wages for the extra work related to the use of the facilities (teacher's supervision or technical supervision, cleaning, heating etc.); the remaining sum is transferred to the renovation fund of the school. Its use is controlled by the principal, subject to the approval of the school management and the student council.

23. School systems for student representation, safeguarding of interests, reconciling interests

The students of the school operate a student council (School Student Committee – SSC). Its activities cover all issues concerning students, where it has the power to make recommendations. Its activities are governed by its own organisational and operational rules. Its work is assisted by the teacher who supports the student council.

The SSC cooperates with the teaching staff, the School Board and the school management. The SSC may express its opinion about the working of the school and the teachers in an organised form.

The SSC is represented at the meetings of the teaching staff where issues affecting students directly are discussed, or if the SSC also participated in the preparation for certain items of the agenda.

24. Rules related to participation in the preparation for and the conclusion of lessons

If required, students concerned should participate in the preparation for and the conclusion of lessons and laboratory practice. The tasks are assigned by the teacher who holds the lesson. At the end of laboratory practice students may leave the room only when authorised by the teacher.

25. Rules related to participation in the preparation for and the conclusion of events

The organisers are responsible for preparing for and tidying up after events organised by the SSC. The teacher supporting the SSC's work or the person appointed by the chair of the SSC is responsible for this.

26. Forms of assessment, number and type of daily tests

Students may take no more than two major tests (longer than 15 minutes) on a given day.

Planned major tests must be announced in class at least seven days ahead and their dates must be published in the electronic register as well.

If the teacher fails to correct a major test within three weeks (21 calendar days) of the day when it was written, students may decide individually whether the mark received by them should be written into the electronic register. Teachers may not force the students to write a new major test until they have corrected and handed out the previous one.

27. Quantification of a major student group

A major student group consists of at least 150 students.

28. Forms, system of rewarding students

Besides marks, student achievements may be rewarded by the following:

- verbal or written commendation,
- commendation by form teacher,
- commendation by the principal,
- commendation by the whole teaching staff.

29. Forms and procedures, system of disciplinary measures against students

The forms of disciplinary measures and the disciplinary procedures are described in Act CXC of 2011 on Public Education and Section 21 of Decree 20/2012. (VIII. 31.) EMMI. Any student breaking the School Rules they may face the following disciplinary consequences:

- · verbal or written warning,
- · warning, reprimand by the form teacher,
- · warning, reprimand by the principal.

Disciplinary measures by the whole teaching staff:

- · reprimand,
- · strict reprimand,
- · reduction of or exclusion from certain benefits or bonuses,
- · relocation into other class, student group or school,
- · suspension of the given academic year at the school,
- · expulsion from the school.

The last two disciplinary measures by the whole teaching staff cannot be applied in the case of students who have not yet reached the age limit for compulsory school attendance.

Under the effect of disciplinary measures by the principal or the whole teaching staff students are exempted from the benefits provided by the school, but social benefits and bonuses are excluded from this exemption. Students sign a separate declaration concerning academic honesty in the beginning of the academic year.

30. Procedural rules related to mark-awarding, retake, aptitude, intermediate exams

Exams held upon the student's request are subject to a fee. The fee for one exam is 10% of the current minimum wage at the time of the exam. The principal of the school may grant partial or total exemption from the fee ex gratia upon the student's or their parent's request. Grade-awarding exams are held by the school twice a year, at the beginning and at the end of each academic year. The exact dates of the exam periods are determined in the annual work plan. Students who wish to take a retake or mark-awarding exam must indicate their intention in writing on the designated form at least two weeks before the scheduled date. The school does not charge a fee for retake or mark-awarding exams stated in the work plan of the school.

31. Procedural rules related to partial or complete exemptions from subjects or the academic year

Upon request, the principal may partially or completely exempt the student from attending classes if this is justified by their special status, aptitudes or capabilities. In these cases the student must sit a grade-awarding exam.

32. Prohibitive measures and rules relating to students

It is prohibited for students:

- to smoke,
- to possess and consume alcoholic beverages,
- to possess and consume drugs or other psychotropic substances in the school, in its vicinity or during its events.
- to attend the school or its events under the effect of alcoholic beverages or psychotropic substances.

If anybody becomes aware of somebody consuming such substances or offering them for sale or trial, they must inform their form teacher, the principal or the nearest teacher as soon as possible.

33. Definition of the person responsible for child and youth protection and their contacts

The person responsible for child and youth protection is appointed by the principal. If required, form teachers, parents and students can contact this person either in person, in the office hours posted on the information board next to the teachers' room or by telephone or electronic mail.

34. The procedures and system of regular medical supervision and care

The school operates a regular medical service. The school doctor is available to students every Tuesday morning. The planned medical screening test of classes is also organised in this period.

The school also avails itself of the services of a school psychologist. Consulting hours are posted on the door of the doctor's room.

35. Accident prevention measures

The accident prevention measures and the measures to be taken in case of accidents are described in the accident prevention regulation.

36. Setting of flat-rate fees, tuition fees, contributions etc.

Study groups can be started only with at least 12 students. Requests for classes that exceed the limit set by the law can be met on a self-financed basis.

Students pay a book-lending fee for the prolonged rent of books bought by the school. The book-lending fee is 1/3 of the purchase price of the book.

If the book lent to the student is seriously damaged or lost during the lending period for reasons attributable to the borrowing student, the costs of repurchase are covered by the student concerned.

Bilingual education requires copious supplementary materials, these are created by photocopying. The costs are covered by the students in the form of a photocopying fee, which can be paid in two instalments, by October 15 and February 15 respectively.

37. Settling of debts

Debts to the school must be settled before the end of the school year. Otherwise the existence of the debt is indicated in the issued school report.

38. Principles governing the distribution of social and normative benefits, grants and scholarships, the system of assessing requests

Academic and foundation scholarships for the next academic year can be awarded only to students with a grade average above 4.0. A grade for effort lower than “good” is also grounds for exclusion. When social grants are awarded, these are based on the judgment of the teachers – especially the form teacher – who are familiar with the real financial conditions of the student.

The Board of Trustees of the Fund may pass a decision different from the above system based on individual judgment. In every other related issue the Fund awarding the grant decides according to its own operational principles.

39. Political and religious neutrality of the school

Freedom of conscience, of religion and of political affiliation must be respected in the school. Organisation or agitation for or against political and religious organisations is prohibited in the area of the school.

40. Rules related to the dissemination of the School Rules

The parent or the student receives a copy of the School Rules upon enrolment. Printed copies of the School Rules are available from the secretary and in the SSC room; they can also be downloaded in electronic form from the webpage of the school.

41. System of requesting and providing information

If students, parents or teachers require clarification of the provisions of the School Rules, they can put their questions orally or in writing to any member of the school management. These questions will receive substantive replies within at most 5 working days. Questions in written form will be answered in writing.

42. Closing provisions:

a. Effective period of the rules

The School Rules come into effect on the day following the signing of the legitimization clause.

b. Revision period

The School Rules are revised every year and amended in accordance with the submitted proposals. If no such proposals are submitted, the effective period of the School Rules is extended automatically to the next school year. The deadline for submitting proposed amendments is December 15 each year.

Budapest, September 2017