



SEK BUDAPEST INTERNATIONAL SCHOOL

HUNGARY

**SEK Budapest Upper School Handbook
2023-2024**

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Introduction: A Guide to Our Learning Community

This agenda and guide is produced for all members of the SEK Budapest Learning Community to help manage your valuable time and to ensure clarity and understanding in how we live and learn together. It is for students of the school, their parents and for teachers and staff. It highlights who we are and what motivates us and guides us in our life together.

Community guidelines say a lot about an institution, they identify what is of value and how relationships between individuals and groups are managed. The information contained in this agenda is a summary of our school policies and practices and it is intended to act as a guide and reminder. We want you to know and respectfully anticipate the fulfillment of your rights and to deliver on your responsibilities. We know that individuals who are engaged will gain most through the contribution that they make and the learning that comes from being involved. This applies in class and in the wider activities of the school.

Please read these guidelines carefully. It is your responsibility to know them, to understand them, to try to live up to them. We want you to learn to be accountable for your actions. If anything is unclear, you should ask for clarification.

It is with the greatest pleasure that we welcome you to the 2023-2024 academic year. This is YOUR school! Be part of making it the best and be proud of it!

Krisztián Hegedűs

Director

2023-2024 CALENDAR

 First Day/Last Day
  No School/Holidays
  Begin & End Quarters
  Special Events
  Teacher PDD/ No School
  Exams

Aug. 7 -11, 21-25, 28-31 - Teacher Preparation and Professional Development

AUGUST 2023						
S	M	T	W	Th	F	S
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FEBRUARY 2024						
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Feb. 5th-9th - White Week(Special Programs)
 Feb. 5th-9th 12IB Mock Exam
 Feb. 12- Lunar New Year
 Feb. 14 - Valentine's Day
 Feb. 23 - Carnival Parade

Sept. 1- First Day of School
 Sept. 11- First Day of Activities
 Sept. 13 - Parent's Day(Preschool)
 Sept. 15- Family Day (1st Grade)
 Sept. 21- SEK Olympics (Grade 1-6)
 Sept. 22- SEK Olympics (Grade 7-12)

SEPTEMBER 2023						
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MARCH 2024						
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March 7 - Open Day
 March 8 - International Women's Day
 March 13 - Parents Morning(Preschool)
 Parent Teacher Meetings
 March 14 - Pi-Day(Grades 7-11)
 Memorial Day
 Parent Teacher Meetings
 March 15 - National Holiday
 March 21 - SEK Marathon(Gr. 1-6)
 March 22- SEK Marathon (Gr.7-12)
 March 25 - Holi Festival
 March 28 - End of the Year for 12IB
 March 29-30 - Spring Break

Oct. 6 - National Memorial Day
 Oct. 12 - Hispanic Day
 Oct. 20 - Revolution Memorial Day
 Oct. 23 - National Holiday
 Oct. 29 - Autumn Break
 Oct. 25 - Parent Teacher Meetings
 Oct. 26 - Parent Teacher Meetings
 Oct. 27 - Halloween (All School)
 Oct. 28 - Autumn Break

OCTOBER 2023						
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APRIL 2024						
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Apr. 1-7 -: Spring Break
 Apr. 10 - Grandparent's Day (Preschool)
 Apr. 11 - Poetry Day
 Apr. 19 - End of 3rd Quarter, Farewell Ceremony
 Apr. 22 - Earth Day
 Apr. 24 - IB Exam period starts, through May 17
 Apr. 24 - Sudoku and Math Home Contest

Nov. Break - 1st-5th
 Nov. 9 - Open Day(for future families)
 Nov. 10- St. Martin's Day(Preschool, Gr. 1-4)
 Nov. 17 - End of 1st. Quarter
 Nov. 23 - Thanksgiving
 Nov. 27-30 Oral Exams (7-12)

NOVEMBER 2023						
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MAY 2024						
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May 1 - Labour Day
 May 6-9 - Matura Exams (written),oral exams (7-12), field trips (1-6)
 May 10-Oral Exams (7-12)
 May 15-16 - Parent Teacher Meetings
 May 17 - IB Exam Period Ends
 May 20 - Whit Monday
 May 27 - Children's Day (whole school)
 May 27 -IB Mock Exams for 11IB

Dec. 1, 4-8 - Oral Exams (7-12)
 Dec. 6 - Santa Visit
 Dec. 8 - Graduation Ceremony
 Dec. 11-15 Spirit Week(themed days)
 Dec. 16 - Winter Festival
 Dec. 22-January 9: Winter Break

DECEMBER 2023						
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JUNE 2024						
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June 3 - Teacher Appreciation Day
 June 13-14 - Summer Festival
 June 14 - End of Second Term
 June 20 - Matura (oral)
 June 21 - End of 2nd Term
 June 24-28 - Summer Camps
 June 26 - Report Cards
 June 26 - Staff Meeting

Jan. 1- 2: Winter Break
 Jan 10 - Parent Teacher Meeting
 Jan 11 - Parent Teacher Meeting
 Jan 18 - Science Day
 Jan. 20 - End of First Term
 Jan. 26 - International Fair

JANUARY 2024						
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28	29	30	31			



SEK BUDAPEST
 INTERNATIONAL SCHOOL
 HUNGARY

Communications

As a student, you are assigned a mentor who is directly responsible for your progress. The mentoring system is used throughout the IES Institution to support you in your academic program and beyond. It gives you and your parents a direct point of contact. They are part of the guidance we offer and will help in managing your time and supporting you in decisions that you make. Please always keep them informed about anything, which is affecting you and your ability to make the most of your time at SEK Budapest International School.

Parents may communicate with the mentor either by email, telephone or in person as often as necessary for clarification of any issue that may arise. Formal meetings take place throughout the year. When appropriate and necessary, via the coordination of the mentor, a parent meeting with multiple teachers can always be arranged. With the exception of emergencies, meetings are by appointment only and all visitors are required to register at the front desk. While Director and the Deputy Directors are always available, the person with the best access to pertinent information is generally your child's mentor.

The school's telephone number is + 36 1 3942968

School Directory

Director:

Krisztián Hegedűs

Director of Finance:

Erika Kiss

Deputy Director of Primary School

Mátyás Szabó

Deputy Director of Secondary School

Norbert Péter Simon

Director of Admissions and Marketing:

Roxána Hossó

DP Coordinator:

Priscilla Bolano Horváth

Dean of Students:

Timothy Graf

School Psychologist

Judit Bán

Special Teacher

Nóra Szendi

School Secretaries

Bianka Baross, Annamária Jankovics

School Receptionist

Márton Kopasz

Mission, Vision and Values

SEK Budapest

SEK Budapest was founded in 1997 and is a Pre-K to 12th Hungarian International School, managed by the International Education System (IES) group of schools. It is closely connected with the SEK International Educational Organization. SEK Budapest International School is an IB world school, which offers the DP (Diploma Program). Extracurricular activities, community service, and performance training in sports and/or the performing arts are emphasized alongside the highest expectations for academic engagement and attainment.

The IES Mission

The mission of SEK, of which the International Education Systems (IES) Group is a subdivision, has been refined over more than one hundred years by parent, teacher and student contributions. It states:

The student and his or her world provide the context for all activity and learning within the organization which, in turn, respects each student as an individual, looks to discover and encourage his or her personal abilities, and works to ensure their full development; the SEK International Organization educates in and for freedom. It accepts the challenges that this creates and exerts each student to take responsibility for his or her actions; the SEK International Organization does not discriminate on grounds of nationality, gender, race, creed or religion; the SEK International Organization promotes a sense of community in its students. It values work as an essential factor in the growth and self-esteem of each person, and as a socializing process rather than one leading to rivalry and ambition; the SEK International Organization, embracing the principles of humanism, is open to all learning experiences, which lead to the achievement of its goals.

We are an International Baccalaureate (IB) World School for the Diploma Program. The philosophy of SEK Budapest International School springs from a firm belief in the need to teach our children respect for themselves, others and the academic process as well as to develop their self-confidence and self-reliance, thus enabling them to become productive world citizens. The school believes that education should promote “learning to learn, learning to do, learning to be, and learning to live together.” Our focus is to provide a context for the development of each student’s social and emotional intelligence. In so doing, we support our students in reaching their own understanding of the value of learning and the development of academic skills which will enable them to be successful and gain qualifications necessary for a productive and successful life

The International Baccalaureate Organization Mission

The International Baccalaureate aims to develop inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end, the IBO works with schools, governments, and international organizations to develop challenging programs of international education and rigorous assessment. These programs encourage students across the world to become active, compassionate, and lifelong learners who understand that other people with their differences can also be right.

- [Assessment Policy](#)
- [Admissions & Inclusion Policy](#)
- [Language Policy](#)
- [Academic Honesty Policy](#)
- [Complaint & Grievance Policy](#)

Accreditation and Membership

- IB World School

Student Rights and Responsibilities

- I have the right to learn and the responsibility to support the learning needs of others.
- I have the right to be treated fairly and the responsibility to treat others with fairness.
- I have the right to be treated with respect, regardless of my age or ability, gender, cultural, racial, or religious differences, and the responsibility to treat others with respect, regardless of these differences.
- I have the right to voice my opinions in a polite and respectful manner and the responsibility to listen respectfully to the opinions of others.
- I have the right to benefit from the reputation of the school and the responsibility to uphold and promote the reputation of the school.
- I have the right to enjoy the support of the school in my participation in cultural, sporting, and academic matters and the responsibility to be supportive of school events, take initiative, and contribute to the best of my ability.
- I have the right to be safe and secure in my person and property and the responsibility to respect and guard the safety, privacy, and property of others.
- I have the right to work in a healthy, clean, litter- and graffiti-free environment with good quality and well-maintained learning resources and the responsibility to keep it that way.
- I have the right to have school activities and lessons commence punctually and the responsibility to be punctual myself.
- I have the right to have assignments marked and returned within a reasonable period of time and the responsibility to hand in work on time, completed to the best of my ability.

Parents' Rights and Responsibilities: As a parent, what can the school expect of you?

- That you send your child off to school on time every morning, clean, healthy, rested, appropriately dressed, adequately nourished, and in a frame of mind to learn.
- That you treat school as important.
- That you are interested in every phase of what your child does and let your child know your interest and concern by listening enthusiastically and often to him/her, and by participating in school activities.
- That you have taught your child to respect and cooperate with the teacher, the basic rules of fair play, safety, personal cleanliness, and getting along with others.
- That your child is ready to learn in school because you enrich his/her life with suitable experiences.
- That it is your responsibility to hold your child to reasonable standards of conduct.
- That you do not hesitate to contact the school when you have a concern or desire a conference.
- That you support the school in its decisions about homework, safety rules, and discipline.
- That you are an interested, informed, and intelligent partner with the school in the education of your child. The ultimate responsibility for your child is yours.

School / Family Cooperation

A positive and constructive relationship between the School and Parent is essential to the fulfillment of the School's educational purpose and responsibilities to its students. In those cases where the Parent's behavior, communications, or interactions on or off-campus (including during school-sponsored events) is disruptive, intimidating, or overly aggressive, reflects a loss of confidence or serious disagreement with the School's management and policies. **The School reserves the right, in its sole discretion, to remove the Student from the School as stated in Terms & Conditions (Point 52 & 62) of the enrollment contract, if the Director determines that doing so is in the best interest of the School.**

Other Policies

School Pandemic Policies and Procedures, Online Lessons Policy, and any Health and Safety Protocol will supersede where applicable during any pandemic or national emergencies. SEK Budapest International School is entitled to apply new policies and procedures during the Academic Year. **All measures, protocols, policies, and documents issued by the School, other than the provisions of this Handbook, must always be understood as policies and procedures in favor of the health, safety, and proper learning of the Student, according to the circumstance.**

The IB Learner Profile – Aspire to be an IB learner!

The aim of our programs is to develop internationally-minded individuals who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. As an IB school we recognize what IB learners strive to be:

Inquirers: We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

Knowledgeable: We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

Thinkers: We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

Communicators: We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

Principled: We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

Open-minded: We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

Caring: We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

Courageous: We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

Balanced: We understand the importance of balancing different aspects of our lives—intellectual, physical and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

Reflective: We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

Dress Code and Uniform Guidelines

Taking pride in high standards of appearance is the strongly stated preference of parents and the institutional policy of IES, which mandates that the entire policy be enforced. This means that a complete uniform, whether for regular classes, PE, swim, or special occasions are required.

The purpose of the uniform dress code is to make clothing a non-issue so that the focus can be on education rather than appearance. Students have every opportunity to express their individuality through their coursework, athletics, clubs, activities, etc. It is the policy that all students abide by the specific uniform requirements, including style and color specifications. Students must remain dressed in the appropriate school uniform at all times on school grounds and on the way to and from school when they represent the school in the community. There are special dress-down days designated throughout the year.

Parents are asked to help the school enforce the dress code policy by ensuring that their child/children are properly groomed and attired when they leave for school each morning.

Students who are out of uniform will be provided with the correct article of clothing and parents will be billed unless parents can provide the items in a timely manner. All parents are expected to assist the school in supporting these regulations. Repeated dress code violations will result in formal disciplinary action. Working together under the same set of rules contributes to a cohesive student body with a strong camaraderie, integral to building a strong school spirit and sense of pride.

If there are any questions about uniform guidelines, please contact your child's classroom teacher. This should be done prior to purchasing the clothing items or changing one's own personal appearance.

Uniforms may ONLY be purchased through the SEK Budapest webpage: <https://uniform.sekbudapest.com/>

Boys Dress Code

CLOTHING	GUIDELINES
Shirts	<ul style="list-style-type: none"> School Polo shirt (white or blue)
Pants	<ul style="list-style-type: none"> School Gray pants (neatly hemmed) Joggers, jeans and cargo pants are not permitted
Sweaters	<ul style="list-style-type: none"> Hooded SEK jackets with a logo may be worn (blue, crimson) SEK Sweater (blue)
Belt	<ul style="list-style-type: none"> Plain leather uniform belts are to be worn with pants (dark brown, or black) Exempt: Preschool
Shoes	<ul style="list-style-type: none"> Solid black shoes (laces and soles must be black) <u>No embellishments and logos</u> PE uniform-solid white sneakers Boot type shoes are not permitted (e.g. Uggs, Vans, Toms, Slippers, Crocs, Converse)
Hygiene	<ul style="list-style-type: none"> Hair should be cut in a traditional style (rat-tails and Mohawks/Fohawks are not permitted); boys' hair should not exceed the length of the chin and should be maintained, so that it is neat and clean in appearance. Unkempt hair is unacceptable. Hair may only be dyed natural colors (e.g. blonde, brown, natural red and black)
Jewelry	<ul style="list-style-type: none"> Necklaces and bracelets may be worn if they are small in size (non-distracting) and do not exhibit any offensive symbols. Boys may not wear earrings of any type. Wide gauge stretchers are not allowed (nude gauge ear plugs must be worn). Bandanas, scarves, and hats are not authorized.
Tattoos/Piercings	<ul style="list-style-type: none"> Visible tattoos and piercings are not permitted
Other	<ul style="list-style-type: none"> Students may not alter the clothing of any school uniform. (e.g. you cannot cut slits at the bottom of pants or cut necks out of shirts). Religious exemptions to the Dress Code may apply. While in the SEK Budapest International School uniform outside of school students must remember that they are representatives of the school and must behave appropriately. Please refer to the Dress Code before purchasing any articles of clothing for school. Your ongoing support of the mandatory uniform is assumed by your membership of the school Appropriate safety gear (shin guards, goalie gloves, knee pads, etc.) required by a sport are allowed. School sponsored club/event attire may be worn when approved.

Girls Dress Code

CLOTHING	GUIDELINES
Shirts	<ul style="list-style-type: none"> • Polo shirt (white or blue)
Skirts	<ul style="list-style-type: none"> • SEK Budapest International School plaid <ul style="list-style-type: none"> ◦ Must be at least five fingers from the top of the knee in length, neatly hemmed, and may not be rolled at the waist. Parents are to check the length of the skirts during the year as the child grows to ensure proper coverage and modesty ◦ Skirts may not be altered in length
Sweaters	<ul style="list-style-type: none"> • Hooded SEK jackets with a logo may be worn (blue, crimson) • SEK Sweater (blue)
Socks/Knee Highs/Stockings	<ul style="list-style-type: none"> • Crew socks which have no logos and are clearly visible above the shoe line (navy only) • White socks for PE days • Knee highs must be solid in color with no patterns (navy only) • Stockings must be solid in color with no patterns (navy only)
Shoes	<ul style="list-style-type: none"> • Solid black shoes (laces and soles must be black) • <u>No embellishments and logos</u> • PE uniform-solid white sport shoes • Sandal, light-up, flip flops, athletic or boot type shoes are not permitted (e.g. Uggs, Vans, Toms, Slippers, Crocs, Converse) • Black athletic trainers with black laces and a black sole and no visible logo are accepted as uniform
Hygiene	<ul style="list-style-type: none"> • Hair should be cut in a traditional style (rat-tails and Mohawks/Fohawks are not permitted); • Unkempt hair or dreadlocks are unacceptable. • Hair may only be dyed natural colors (e.g. blonde, brown, natural red and black)
Make-up	<ul style="list-style-type: none"> • Girls are permitted to wear solid, natural-colored make-up. Colored eyeshadow or lipstick are not permitted. • Girls are not permitted to wear nail polish or press-on nails.
Jewelry	<ul style="list-style-type: none"> • Necklaces and bracelets may be worn if they are small in size (non-distracting) and do not exhibit any offensive symbols • Girls may wear one pair of discrete earrings only. • Wide gauge stretchers are not allowed. • Bandanas, scarves, and hats are not authorized.
Tattoos/Piercings	<ul style="list-style-type: none"> • Visible tattoos and piercings are not permitted
Other	<ul style="list-style-type: none"> • Students may not alter the clothing of any school uniform. (e.g. you cannot cut slits at the bottom of pants or cut necks out of shirts). • Religious exemptions to the Dress Code may apply. • While in SEK Budapest International School uniform outside of school students must remember that they are representatives of the school and must behave appropriately. • Please refer to the Dress Code before purchasing any articles of clothing for school. Your ongoing support of the mandatory uniform is assumed by your membership of the school. • Appropriate safety gear (shin guards, goalie gloves, knee pads, etc.) required by a sport are allowed. • School sponsored clubs/events attire may be worn when approved.

Dress Down Day

Dress down days are designated days that students may dress out of uniform. Dress down day guidelines/students may not wear:

- Clothing with offensive pictures or logos
- Torn or ripped jeans (anywhere)
- No tank or tube tops are allowed
- Excessively baggy or tight clothes
- Clothing showing bare midriff or having spaghetti straps
- No see-through shirts or pants
- No muscle shirts, low cut shirts or including no visible undergarments
- Excessively short shorts or skirts – shorts and skirts must be no shorter than four fingers from the top of the knee in length
- Shoes: Absolutely no flip-flops, open toe shoes, lifted shoes/wedges, open back shoes, and sling back shoes

Physical Education Uniform

- All students are required to dress in the SEK Budapest International School P.E. t-shirt and SEK Budapest P.E. navy athletic shorts. Athletic shoes are required along with white crew socks only.
- During the winter months, the SEK PE tracksuit is supposed to be worn.
- Lower school students are required to come to school in their P.E. uniforms on designated P.E. days and will stay in their P.E. uniforms for the entirety of the day.
- Lower school students will change into their swimsuits on designated swim days. Girls must have a one-piece and boys must have swim trunks. Swim caps are required. All students must change in the change rooms provided and be fully clothed, including wearing appropriate footwear (swim shoes), when exiting the pool/field and entering the school. PARENTS ARE NOT ALLOWED ON THE POOL DECK.

Sport Teams Uniform

The Soccer Club is required to wear shin guards, proper indoor/outdoor soccer shoes.

Upper School Academic Policies and Practices

Student Body

SEK Budapest is an IB school with students from more than 50 countries represented. Students in the Lower School take core and specialist classes, which cover creative and athletic options.

Academic Calendar

SEK Budapest operates on a four-quarter academic calendar. Report Cards and Progress Reports are issued quarterly.

Curriculum

SEK Budapest International School is a trilingual school offering both national and international challenging educational programs to Hungarian and expatriate children in Budapest. Our goal is to educate modern citizens with a positive approach towards learning and we strongly believe that integral, multidisciplinary and personalized education is the best way to ensure that our students are capable of adapting to the challenging world that surrounds us. The School Curriculum reflects our mission and philosophy. It is mainly based on the Hungarian National Curriculum, with necessary adjustments that are

coming from IES (International Education Systems) as an Institution to which we belong, and IB DP (International Baccalaureate Diploma Programme) as an international program for 11th and 12th grade students.

SEK Budapest constantly and proactively puts emphasis on languages. Both English and Hungarian are teaching languages while Spanish is taught as a second language. As we are aware of the importance of learning languages we also provide classes of Chinese within the IB DP.

For all of us at SEK Budapest it is very important to regularly revise the Curriculum and implement the new ways of teaching as well as to adjust the Curriculum to the new possibilities the digital world offers, like online platforms, etc.

Together with the academics, at SEK Budapest, we consider teaching values as an integral part of the Curriculum. In the world of today where information is available everywhere, we see a strong necessity to put an emphasis on teaching soft skills and thoughtfulness through traditional subjects within the Curriculum.

Communication of Academic Progress and Attainment

- Progress reports are distributed quarterly
- Report cards are distributed twice a year
- Monthly evaluations are conducted on a monthly basis

Records

Non-Custodial Parent- SEK Budapest International School abides by the provisions of the General Data Protection Regulation ([GDPR](#)) outlined from the European Union. It is the obligation of every parent to ensure that the School has accurate, current mailing and e-mail contact information. With respect to the rights of non-custodial parents/primary caregivers, in the absence of a Court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is no information to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Non-custodial parents should contact the school office to receive the necessary forms.

All Requests for records and/or Report Cards/transcripts must be given to the Office, and recommendations will be processed within five business days. All recommendation letters are confidential.

College & University Counseling/School Counseling

College Counseling is a combined effort between the school, students and parents. The goal of the College and University Counseling process is to assist, prepare, guide, advise, and support each student in the process of making the best college choice. The counselor acts as an advocate for students and an information resource for parents during the process. The office provides a variety of opportunities, which may include:

- Visits of college admission representatives to the campus
- Announcements of local college fairs
- Individual meetings with students and during their Junior and Senior years
- Information and schedules for all required college admissions tests

Grade Point Average Calculation (GPA):

The GPA calculation is based on a 5.0 scale.

Grade Point Average Calculation in IB DP (GPA):

The GPA calculation is based on a 7.0 scale.

Marking Standards used for DP Semester Exams:

IB Grade	School Grade	Descriptor
7	5	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them almost faultlessly in a wide variety of situations. Consistent evidence of analysis, synthesis and evaluation is shown where appropriate. The student consistently demonstrates originality and insight and always produces work of high quality.
6	5	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a wide variety of situations. Consistent evidence of analysis, synthesis and evaluation is shown where appropriate. The student generally demonstrates originality and insight.
5	4	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a variety of situations. The student generally shows evidence of analysis, synthesis and evaluation where appropriate and occasionally demonstrates originality and insight.
4	3	A good general understanding of the required knowledge and skills, and the ability to apply them effectively in normal situations. There is occasional evidence of the skills of analysis, synthesis and evaluation.
3	3	Limited achievement against most of the objectives, or clear difficulties in some areas. The student demonstrates a limited understanding of the required knowledge and skills and is only able to apply them fully in normal situations with support.
2	2	Very limited achievement against all the objectives. The student has difficulty in understanding the required knowledge and skills and is unable to apply them fully in normal situations, even with support.
1	1	Minimal achievement in terms of the objectives. Failing condition.

Grades Recording and Reporting

As regular and accurate reporting of progress is essential, teachers are mandated to update student grades at the end of each evaluation period. Formal reports of student progress are distributed to parents/legal guardians eight times each school year.

SEK Budapest uses a Google Drive for grade and attendance reporting. Students and parents/legal guardians receive Report Cards by email to view their current progress. Teachers and administrators are in constant communication to follow and discuss student progress and grades. Problems are identified and individual meetings are then arranged

Effort Grade Criteria:

Grade	Descriptor
5	The student consistently strives to the best of his / her ability
4	The student works diligently in his / her studies
3	The student puts forth an adequate level of effort that meets the minimum requirements
2	The student's level of effort is not acceptable and needs improvement
1	The student makes little if any effort in his / her studies

SEK Budapest International School Graduation Requirements

In order to earn a SEK Budapest International School Diploma, students must complete all requirements of the Hungarian National Curriculum. Our graduation requirements exceed the Hungarian National Curriculum graduation requirements.

Required Courses	Full Time Student
Hungarian Language & Literature	4
Math	4
History	4
Foreign Language	4
Elective	2
Total	18

Transfer student credits are evaluated according to alternative programs

Minimum Grade Point Average of 2.0

Minimum of 50 hours Community Service in total in the 4 years

Upper School Course Selection Process

Course selections need to be made with the utmost care as they affect the outcome of graduation and college entrance requirements. Additionally, the appropriate level of a course is crucial to the student attaining success. Course registration forms must be reviewed and signed by the Director, the parent(s) and the Office. All schedule changes must be arranged through the Secondary Deputy Director.

It is important to see these graduation requirements as minimums; universities look for rigorous coursework through the completion of 12th grade. The nature and level of courses chosen over these four years directly influences the college application and acceptance process.

Diploma Programme candidates are selected based on criteria, which includes GPA, standardized test scores, and student academic history. Students must maintain a GPA of 3.0 or above. They may not receive a final grade of D or F in any course, or they may be released from the programme.

DP & Non-DP Academic Programme Requirements	
Grade 7 - Grade 12 <ul style="list-style-type: none"> ● Maintain at least a 3.0 in all classes ● Attendance ● Meet the expectations in each class. This includes coming to class prepared, actively participating, and turning assignments in on time. <ul style="list-style-type: none"> ○ Academic Honesty 	
Semester Consequences/Probation	
1 st quarter	<ul style="list-style-type: none"> ● Academic Warning will be issued for students whose GPA falls between a 2.5 - 3.0 in academic classes ● Parents will be notified by letter ● Academic Probation will be issued for students whose GPA falls below a 2.5 in academic classes ● A student who receives “Academic Probation” is required to meet with his/her teacher weekly for additional support throughout the quarter
2 nd quarter	<ul style="list-style-type: none"> ● Final warning will be given in writing to student and parents
End of semester action	<ul style="list-style-type: none"> ● A student with a (weighted) GPA that is less than 2.5 ● And/or a second semester final grade of 2.5 or lower in any class will be at risk of academically dismissed from SEK Budapest ● There will be no appeal ● Parents will be notified by letter

Incomplete Grades (I)

Students, whose required work for any term is not complete, depending upon the circumstances and at the discretion of the teacher, may be given an Incomplete (I) on their report card.

An incomplete grade may remain for a period not to exceed 10 school days following the distribution date of the report card. After the ten days, grades will be entered as a “zero” and a final quarter grade will be given. Exceptions to this will be granted only if the student describes the special/mitigating circumstances in writing and submits such information to the Director before the ten-day period expires.

Schedule Changes: Adding/Dropping Classes within IB DP

Changes in class schedules can only be requested on a semester basis, and should not be requested unless all involved parties agree that such a change is necessary. Students adding a class after the beginning of the semester will be held accountable for all missed or pending course material. Schedule changes should be made only for academic reasons. Students or parents should not request specific teachers or attempt to resolve temporary personal conflicts by changing classes.

Attendance Policy

Regular attendance at school and arriving at school on time are of the utmost importance to the success of the students. It is the responsibility of the student and parents to help the child arrive at school and to attend each class on time and properly prepared. Students are absent when they are not seated in their class prior to the designated start time.

School Hours

Classes begin promptly in the morning, missing any part of the academic day is detrimental to the student’s progress in school.

- 8:00 am – 3:00 pm for Grades 7-12

Loitering

All students must be picked up by 4:00 pm. From 4pm till 5pm we offer afternoon care free of charge. A fee will be charged for time exceeding 5pm.

Absences

Students have five (5) days of absences (excused or unexcused) per semester and another 4 days can be requested from the director per semester if there is a special circumstance.

Absence Make-up Work

- Students are responsible to check online for any assignments and make arrangements with teachers to complete or make up assignments, tests, etc. upon the student’s return.
- The student will be granted the equivalent amount of time to complete missed work.

Absence for Tournaments/Sports

Students must complete and submit the Student-Athlete Activity Request form at least one week before they leave for their activity. Failure to do so may result in disciplinary action.

Absences on Test Days

Being absent on the day before a test that was previously assigned does NOT excuse a student from taking that test. Additionally, if a student is absent on the day of a scheduled test, he/she must take the test within the week that he/she returns to school.

Lateness(all grades): Morning Arrival

All students must arrive prepared for class on time. Students who are habitually late cause interruption and impede learning within the school community. A student is late when he/she is not seated in class prior to the scheduled beginning of class. Like absences, excused lateness falls under one of the following reasons, and documentation is required:

- With a written pass from the front desk noting time of arrival

Absence from Class

Parents must give reasons for students' absences in writing, with dates and a parent's signature within 3 days of the last day of absence. Medical certificates must be sent electronically to the child's Tutor, marked with the child's full name and class.

Parents may justify 5 days of absence per semester as a maximum. Students may be absent a further 4 days per semester with the prior approval of the Director.

According to the operative rules, the school will take the necessary administrative and academic steps if a student has more than **250 classes justified or 10 classes unjustified absences**. A student may be required to take a grade examination after 250 hours of absence

Absence from IBDP

Any IBDP student missing 20% or more of their overall courses in the first year of the IBDP (11IB), **will not be registered for the following year's exams** (May). **The absences include any and all justified and unjustified absences as well as accrued lateness. The IB does not follow the same standard of absences as the State/Ministry as it is a separate program of study.**

Students missing 20% and above are unable to meet the expectations of the course material and can only make it up by repeating the year.

Sick Policy

For the protection of all children, no child will be permitted to attend school if any of the following symptoms are exhibited:

- vomiting or diarrhea (within a 24 hour period)
- fever (temperature of 100 degrees Fahrenheit or higher within a 24 hour period without fever reducers)
- acute cold
- clear, yellow or green discharge from the nose (without medical consultation)
- rash
- deep hacking or uncontrollable cough
- head lice (nits or bugs)
- Chicken Pox or any other contagious diseases
- uncovered open sores

If the above symptoms are exhibited during the school day, a parent will be notified and the child must be picked up immediately.

Medication

It is the responsibility of the parent to inform SEK Budapest staff whenever a child has been given any prescription or non-prescription medications before coming to school. The child can then be observed for any adverse reactions to the medication, including changes in behavior. As a policy, SEK Budapest does not administer permanent medications. SEK Budapest staff can give medication to a student, on an as needed basis, with parent permission.

Testing Accommodations

Testing services require the following criteria in professional documentation (Clinical Evaluation) for accommodations:

- State the specific disability, as diagnosed
- Be current (in most cases the evaluation should be completed within three four years of the test date)
- Provide complete educational, developmental, and relevant medical history
- Describe the comprehensive testing and techniques used to arrive at the diagnosis (including evaluation dates and test results with sub-test scores from measures of cognitive ability, current academic achievement, and information processing)
- Describe the functional limitations supported by the test results
- Describe the specific accommodations requested and state why the disability qualifies the student for such accommodations
- Establish the professional credentials of the evaluator, including information about license or certification and area of specialization
- Update the child's testing/evaluation upon transition between programs (Lower School to Middle School; Middle School to High School)

Academic Honors

SEK Budapest International School recognizes students that have displayed academic excellence in all core classes during each quarter. SEK Budapest International School acknowledges two separate Honor Roll awards:

- To be eligible for Scholar Honor Roll, students must obtain 6-7 on the IB scale (90%-100%)
- To be eligible for Scholar Honor Roll, students must obtain 5 across all academic subjects + excellent in effort also exemplary behavior

Permission to Leave Campus

SEK Budapest International School operates within a “closed campus” policy. This means that students are not permitted to leave the campus during the school day without first checking out through the front desk. A student who needs to leave campus for a valid reason must present a written note from his/her parents/guardians explaining the reason to the front desk. The parent/student must then sign out. If the student intends to return to school that same day, he/she must also sign back in upon return. Failure to do so will result in the student being considered “truant”, and will result in disciplinary action.

Once a student arrives they are considered under the care and supervision of SEK Budapest International School, and may not leave the campus grounds prior to the beginning of classes.

Food Delivery Policy

No outside food delivery is permitted during school hours. Any delivery driver will be refused at the gate and food will be sent back. Food delivery may not be passed through the gate.

The Secondary Programme- IB World School

Students in grades 6-10 are at a critical stage of development. They are undergoing dramatic physical, personal, social and intellectual changes. They are also becoming more aware of the wider world around them. The Secondary Program aims to help students through fostering a sense of belonging and a positive attitude to learning. The program is inquiry based, encourages international-mindedness, makes connections between the different subjects to each other and real-life, supports the development of communication skills in both mother-tongue and additional languages, is holistic and focuses on the development of the whole child (physical, personal, social and intellectual).

Curriculum

The Secondary Curriculum does not prescribe a particular curriculum. Rather, it is a framework or means of delivering and assessing the curriculum already in place. There are eight different subject groups and connections are made among the subject groups through the Global Contexts.

The Subject Groups

- Language & Literature (English, Hungarian, Chinese)
- Language Acquisition (English and Spanish)
- Individuals & Societies (History)
- Mathematics
- Sciences
- Physical Education & Health
- Digital Culture
- Arts (Music, Drama and Visual Art)

Approaches to Learning (ATL)

Learning how to learn effectively is a fundamental goal of the programme. SEK Budapest International School students are provided with the tools to enable them to take responsibility for their own thinking and learning, thereby developing an awareness of how they learn best, as well as thought processes and learning strategies. These are the skills that will make for greater success in the Diploma Programme (DP) and will provide the vehicle for age-appropriate learning skills integration across the IB.

The Diploma Programme

The IB Diploma Programme is designed as an academically challenging and balanced program of education with externally created exams administered in the 12th grade that prepare students for success at the university level and life beyond. The programme is normally taught over two years and has gained recognition and respect from the world's leading universities.

Curriculum: IB Diploma Programme students study six courses – three at higher level and three at standard level. Students must choose one subject from each of groups 1 to 5, thus ensuring breadth of experience in languages, social studies, the experimental sciences and mathematics. The sixth subject may be an arts subject chosen from group 6, or the student may

choose another subject from groups 1 to 5. For students in the Performance Program, an online IB Course may allow for the completion of the IB Diploma.

Group 1: Language A: English, Hungarian, Chinese Literature (mother tongue)

Group 2: Language B: Acquired Language (English, Spanish / Spanish AB)

Group 3: Individuals and Societies (Business Management, Economics, History, Psychology)

Group 4: Sciences (Chemistry, Environmental Sciences and Societies, Physics)

Group 5: Mathematics Applications and Interpretations

Group 6: Arts (Visual Arts)

**Course offerings are subject to change*



In addition, the programme has three core components that are included to broaden the educational experience and challenge students to apply their knowledge and understanding.

- The Extended Essay is a requirement for students to engage in independent research through an in-depth study of a topic relating to one of the subjects they are studying.
- Theory of Knowledge is a course designed to encourage each student to reflect on the nature of knowledge by critically examining different ways of knowing (e.g. perception, emotion, language and reason) and different kinds of knowledge (e.g. natural sciences, mathematics, history) The course is designed to hone higher order thinking skills.
- CAS Creativity, Action, Service requires that students actively engage in authentic learning experiences beyond the classroom. Students can combine all three components or do activities related to each strand separately. All CAS activities need to take place over a period of 18 months during 11th and 12th grades.

The IB DP Diploma Programme at a Glance:

Over the course of the two-year program, students:

- Study six subjects chosen from the six subject groups
- Complete an extended essay (EE)
- Complete a Theory of Knowledge course (TOK)
- Participate in creativity, action, service (CAS)
- Three of the six subjects are studied at higher level (courses representing 240 teaching hours)
- The remaining three subjects are studied at standard level (courses representing 150 teaching hours)

Student Life

Visitors

All visitors, including parents, will be screened by Reception/Front Desk. Visitors must sign in at the front desk. While on-campus visitors must follow all on-campus policies and procedures. Parents are not allowed to observe classes.

Facilities Usage

Parents who are interested in renting the facilities after hours must first contact the Director. No one may use the facilities without prior approval and permission.

FOOD ALLERGY DISCLAIMER

The School may provide or offer food to its students, staff, and visitors directly, through catering service providers, or through vending machines, where applicable. The school makes every attempt to identify ingredients that may cause allergic reactions for those with food allergies. Every effort is made to instruct our food production staff, if applicable, and/or service providers on the severity of food allergies. Because of the number of different meals, where applicable, as well as the number of ingredients used each day, it cannot be guaranteed that every allergen in the food served or offered by or at the School's premises will be identified and/or labeled, and if so, there is always a risk of cross-contamination. There is also a possibility that manufacturers of the commercial foods we use could change the formulation or substitute at any time, without notice. Consumers that are concerned with food allergies need to be aware of this risk. Students/ Staff with life-threatening food allergies who may need to use an epi-pen should be carrying their own. Please take note that the school's staff is not necessarily trained to administer epi-pen. The School cannot assume any liability for adverse reactions to foods consumed or items one may come in contact with while eating at the School's establishments or purchased in the School by the students/staff or visitors.

Behavior and Discipline - Upper School:

Introduction

The cooperation of everyone in our school community is essential to establishing and maintaining a positive learning environment. To ensure that learning occurs, rules and regulations are established so that everyone has an opportunity to learn and that the behavior of one child or group of students does not adversely affect the learning program. Our behavior management reflects a balance between the rights and responsibilities of the individual and those of the entire school community.

Every individual has the right to feel safe, protected, and respected. **Students are required to know the rules of behavior and will be held accountable for their actions.** Acceptable behavior is important in all aspects of the school learning environment. Students are responsible for appropriate behavior on school computer networks just as they are in the classroom or other areas of the building.

Our school goal is the increasing internalization of self-discipline and the decreasing of external enforcement and reinforcement. It is our hope that this philosophy will produce students with individual awareness and a social conscience that will enable them to engage in productive, rewarding, and individual behaviors.

Staff members and parents need to be actively involved in making SEK Budapest International School a great place where children can thrive. Frequent and open communication enables staff and parents to accomplish this goal.

Student Code of Conduct

As a student of SEK Budapest International School, I agree to fully pursue a rigorous academic curriculum by:

- Being prepared for class
- Conscientiously attending class
- Arriving on time
- Completing tasks
- Taking responsibility for homework, including make-up work
- Celebrating academic success
- Being responsible by honestly doing my own class work and exams

Show respect for people, property, and myself by:

- Dressing appropriately for school
- Not disrupting the learning of others
- Welcoming guests politely, including substitute teachers and parents
- Keeping food in the cafeteria
- Keeping the hallways and grounds clean
- Using kind language with others, no verbal bullying.
- Expressing ideas and opinions in a respectful manner
- Responding to reasonable request of adults and other students
- Not using or taking the property of others without permission

Promote health, safety, and security, for oneself and others, by:

- Always walking, not running, in the corridors and walkways
- Obeying bicycle, pedestrian, and automobile safety rules
- Staying on campus during the school day
- Volunteering information in matters relating to the health, safety, and welfare of others
- Not pushing, fighting, or “getting into the personal space” of others
- Never possessing or using tobacco, drugs, or weapons

Follow the rules of each classroom by:

- Listening to the announcements made by your Tutor
- Asking for clarification if I am unclear about the rules
- Knowing and upholding all of the above standards

Standards of Behavior

General: Students are expected to:

- Follow directions given by staff members and/or parent volunteers
- Show respect toward school property and the property of others
- Use computers and technology in a responsible and ethical manner
- Interact with peers and adults in a respectful way
- Remove hats and other head coverings when in the building
- Keep hands, feet and objects to one self
- Follow fire drill procedures quietly
- Follow school safety procedures and emergency plan
- Maintain good behavior while in SEK International School uniform off campus

Hallway: Students moving through the halls are expected to:

- Walk quietly in the hallway
- Be considerate of others
- Respect the work of other students displayed in the hallway

Restroom: Students are expected to:

- Carry nothing into the restroom other than personal hygiene products
- Respect the rights of other students who are in the restroom
- Respect the property in the restroom and help keep it clean
- Keep walls and doors free from any drawings, markings, or writing

Bus: Students are expected, while on a bus to:

- Follow the instructions of the bus driver
- Board and exit the bus in an orderly manner
- Keep aisles clear of all materials
- Remain seated while on the bus
- Keep hands and body to themselves
- Talk quietly and respectfully to students seated nearby

Assembly: Students attending an assembly are expected to:

- Walk and enter assembly quietly in order to hear instructions
- Listen and pay attention to the presenters
- Show appreciation for the assembly by applauding at appropriate times
- Follow the directions of the adult in charge

Cafeteria: Students are expected to:

- Speak and act in a respectful manner toward all adults and fellow students
- Stop talking and listen when an adult is speaking to them
- Use quiet indoor voices
- Use proper manners
- Refrain from sharing food during lunch due to food allergies
- Keep their hands to themselves

Sports Days Events:: Students are expected to:

- Speak and act in a respectful manner toward all adults and fellow students
- Follow the directions of the outdoor education personnel
- Follow the rules of safety
- Play cooperatively and respectfully
- Keep hands to themselves
- Respond quickly when the teacher's whistle blows or lineup is called

Field Trips: Students attending a field trip are expected to:

- Represent the school and behave appropriately
- Dress appropriately for the nature of the field trip based on staff instruction
- Adhere to school behavior policies and rules for day and overnight field trips

Academic Conduct

Honor Code

All Upper School students use an Honor Code Pledge on all major assignments. This reminds the students of the importance of both completing their own work by their own efforts and allowing others to do so as well. The Honor Code is generally included as part of the assignment rubric or on the cover sheet.

SEK Budapest International School International School Honor Code

I pledge that I will be responsible for my own actions
and will accept appropriate consequences for my actions,
as listed in the Student Handbook, for any violation of this Honor Code.
I have thoroughly prepared for this assignment
and am proud of the work that I am presenting.

Academic Honesty

The IB Regulations define dishonesty as behavior that results in, or may result in, the student or any other students gaining an unfair advantage in one or more academic and or assessment components. Dishonesty includes:

- 1. **Plagiarism**: this is defined as the representation of the ideas or work of another person as the student's own (without citation MLA)
- 2. **Collusion**: this is defined as supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another
- 3. **Duplication of work**: this is defined as the presentation of the same work for different assessment components and/or diploma requirements
- 4. **AI use**: Knowingly using Artificial Intelligence technology to produce a piece of work that you claim as yours (without MLA Citation)
- 5. **Digital Technology**: Knowingly using a digital device to gain an unfair advantage during test and/or assessments (use of mobile device during testing, digital intrusion of teacher files/folders, digital photograph of material)
- 6. **Removal**: The physical taking or removal of documents from teachers possession (teachers desk, cabinet, bag,) without their consent.
- 7. **Other**: any other behavior that gains an unfair advantage for a student or that affects the results of another student (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record).

Electronic Devices

Devices such as cell phones, earbuds, AirPods, and smart watches must be turned off and may not be used by students during the school day. **These devices must not be carried in a visible manner or on the student's person and should be kept out of sight in a book bag, purse, etc.**

There is no reason that a student should need to use a cell phone during their regular school day. In any instance requiring emergency communication with a student, our school will immediately assist the student, a parent, or another responsible adult with that situation by using the school telephone.

There may be instances where phones will be allowed by an individual class, at teacher direction. When that occurs, it can only be used at the teacher's direction for that specific period of time.. All other times it must be turned off. This includes all breaks during the school day.

Three infractions will be followed by disciplinary action which may result in expulsion from the school.

Cell phones and other electronic devices will be confiscated by a teacher for the following reasons:

- If the phone rings or vibrates during class – meaning that it is not turned off
- If school personnel see the device – meaning the device was visible or on the student's person, which is a violation of the policy

Confiscated items will be given to the receptionist and a parent/guardian will be required to retrieve and sign for the confiscated item(s) from the front desk. Repeated violations of the policy will result in disciplinary action which can include expulsion.

Students may not use their phones or iPad or any electronic device to record, and/or photograph other students or staff members without permission. Recording and/or photographing without permission is a violation of the GDPR directive from the European Union.

Safeguarding our School

“Safeguarding means **protecting a child's right to live in safety, free from abuse and neglect**. It is about working together to support children and young people to make decisions about the risks they face in their own lives, and protecting those who lack the capacity to make these decisions.

Harassment and Bullying: Our major concern is to ensure that our students feel safe and happy when they come to school. In any school one of the most common causes for this not to happen results from bullying by other students. Harassment can be defined as any conduct, which is unwanted by the recipient(s) and which adversely affects their dignity and well-being or their ability to learn or carry out their duties. Harassment of a student consists of behavioral, verbal or physical conduct relating to an individual's race, color, national origin, ethnicity, religion, disability (relating to the individual's physical or mental challenges), sexual orientation or appearance. Harassment is violence and is totally unacceptable at SEK Budapest International School.

Sexual Harassment Federal law prohibits sexual harassment of any kind by students or employees of SEK Budapest International School. Violations should be reported to the Mentor, Dean of Students, Director or any faculty member. Following an investigation, appropriate disciplinary action will be taken. Sexual harassment is defined as unwelcome and unsolicited sexual advances, sexually motivated physical contact or other verbal or physical contact, or communication of a sexual nature. Sexual harassment is any act or comment of a sexual nature, which makes another person feel uncomfortable or threatened. Schools are required by law to maintain an environment free from sexual harassment.

Sexual Harassment vs. Flirting

Sexual Harassment	Flirting
One-sided	Reciprocal
Is degrading	Is a compliment
Not in control	In control
Unwanted	Wanted
Sad or angry	Happy
Illegal	Not always appropriate

*In a school environment flirtation is often inappropriate; however, sexual harassment is always illegal.

Bullying

Bullying is the repeated action or threat over time directed toward a person by one or more people who have or are perceived to have more power or status than their target in order to cause fear, distress, or harm. Any student who is directly or indirectly involved in these incidents will be held to disciplinary measures.

SEK Budapest International School encourages students who believe they are being harassed, or who believe that another student is being harassed in violation of this policy, to promptly notify his or her parents and any of the following individuals:

- School Psychologist
- Dean of Students
- Mentor
- Classroom Teacher
- Administration

Cyberbullying

- Cyberbullying is the intentional and repeated mistreatment of others through the use of technology, such as computers, iPads, cell phones, and other electronic devices. Examples of this behavior include but are not limited to:
- Sending false, cruel, vicious messages
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others
- Breaking into or creating an email account and sending vicious or embarrassing materials to others
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others
- Posting of a student/teacher picture without his/her permission

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of a student's right to be safe and secure. Cyberbullying and harassment will not be tolerated. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property, or disrupting the orderly operation of the school, will not be tolerated.

The online activities and technologies often used by students engaged in Cyberbullying include but are not limited to social platforms, networking sites, chat rooms, chat apps and discussion groups group chats, direct messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone/iPad electronic devices, cameras, and webcams. As new technologies emerge, they too may be included with the above forms of electronic communication.

If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students to be secure, school administration may impose consequences. The Administration may also report Cyberbullying or harassment to the police.

Action Steps to Respond to Cyberbullying or Harassment

- Save the evidence
- Print the online harassing
- Identify the Cyber Bully
- Clearly tell the Cyber Bully to stop
- Ignore the bully by leaving the online environment and/or blocking communications
- File a complaint with the Internet or cell phone company
- Alert the school administration
- Contact the police

Disciplinary Consequences: The consequences listed are given as a guideline in relation to the problems. Exact consequences will be determined by the teacher and/or by the administration based upon individual circumstances. The classroom teachers also set other rules and consequences as needed and as appropriate before writing a student up for an infraction. These guidelines apply to all activities on school property, and on the bus, as well as all school-sponsored events, including extracurricular trips and sporting tournaments.

LEVEL 1 INFRACTIONS

Before administrative action is taken a teacher will have given prior documented warnings for the offense and parents will have been notified. This policy does not pertain to Level 3 Infractions or Zero Tolerance offenses.

Level 1 Infractions	1st Offense	2nd Offense	3rd Offense
1. Classroom disruption - minor 2. Classroom rules violation 3. Running/shouting/horseplay Dress Code violation – correctable on the spot 4. Lateness (3/per qrt) 5. Unprepared for class 6. Loitering (Roaming) on campus without supervision 7. Littering/throwing food 8. Hall pass violation 9. Misuse of Cell Phone and Electronic Devices 10. PDA-Public display of affection 11. Misuse of Gum 12. Using elevator without permission	GRADES 6-8		
	Administrative Action <ul style="list-style-type: none"> Teacher document incident via Moza Naplo Dean notifies parent Restrict Activity: <ul style="list-style-type: none"> (recess, field trip, student activities, performance program, other) Student Action Plan (Developed by student and approved by Teacher) before student can return to class) In case of non-acceptance plan, student must revise at that time. 	Administrative Action <ul style="list-style-type: none"> Teacher document incident via Moza Naplo Dean notifies parent Meeting with Primary director and Dean of Students Restrict activity <ul style="list-style-type: none"> (recess, field trip, student activities, performance program, other) Student Action Plan (Developed by student and teacher, approved Director of Secondary) before student can return to class) 	Administrative Action <ul style="list-style-type: none"> Teacher document incident via Moza Naplo Dean notifies parent Meeting with parents Restrict activity <ul style="list-style-type: none"> (recess, field trip, student activities, performance program, other) Possible 1-day suspension School developed behavior plan, (Develop by Director of Secondary and Dean of Students) and presented to students and parents)
	GRADES 9-12		
	Administrative Action <ul style="list-style-type: none"> Teacher document incident via Moza Naplo Dean notifies parent Restrict Activity: <ul style="list-style-type: none"> (recess, field trip, student activities, performance program, other) Student Action Plan (Developed by student and approved by Teacher) before student can return to class) In case of non-acceptance plan, 	Administrative Action <ul style="list-style-type: none"> Teacher document incident via Moza Naplo Dean notifies parent Meeting with Primary director and Dean of Students Restrict activity <ul style="list-style-type: none"> (recess, field trip, student activities, performance program, other) Student Action Plan (Developed by student and teacher, approved Director of Secondary) 	Administrative Action <ul style="list-style-type: none"> Teacher document incident via Moza Naplo Dean notifies parent Meeting with parents Restrict activity <ul style="list-style-type: none"> (recess, field trip, student activities, performance program, other) Possible 1-day suspension

	student must revise at that time.	before student can return to class)	<ul style="list-style-type: none"> School developed behavior plan, (Develop by Director of Secondary and Dean of Students and presented to students and parents)
	INTERVENTIONS: <ul style="list-style-type: none"> Meet with counselor Identify contributing Functional and Environmental Factors Develop behavior contract: assign an adult mentor Parent Meeting Required Restorative Action 		

LEVEL 2 INFRACTIONS			
Before administrative action is taken a teacher will have given prior documented warnings for the offense and parents will have been notified. This policy does not pertain to Level 3 Infractions or Zero Tolerance offenses.			
Level 2 Infractions	1st Offense	2nd Offense	3rd Offense
<ol style="list-style-type: none"> Kicking, pushing, hitting, or spitting Obscene language/gestures Vandalism (minor)/ Tampering with school equipment Absence from class w/o permission (skipping) Disruptive in class - major Non-compliance with teacher/adult directions Academic Dishonesty – All issues covered in this topic. Repeated level 1 infraction 	GRADES 6-8		
	Administrative Action <ul style="list-style-type: none"> Teacher document incident via Moza Naplo Dean notifies parent Meeting with counselor Dean meeting with student to develop Student Action Plan (Student may not return to class until this meeting occurs), 	Administrative Action <ul style="list-style-type: none"> Teacher document incident via Moza Naplo Dean notifies parent Meeting with Counselor Meeting with parents Meeting (Dean, Director of Secondary and Counselor) with parents to review Student Action Plan (Student may not return to class until this meeting occurs) 	Administrative Action <ul style="list-style-type: none"> Teacher document incident via Moza Naplo Dean notifies parent Meeting with parents Out of School suspension 1 day Meeting (Director, Dean of Students with parents to develop Student Action Plan (Student may not return to class until this meeting occurs)
	GRADES 9-12		

	Administrative Action <ul style="list-style-type: none"> Teacher document incident via Moza Naplo Dean notifies parent Meeting with counselor Meeting, (Director of Secondary with student) to develop Student Action Plan (Student may not return to class until this meeting occurs), 	Administrative Action <ul style="list-style-type: none"> Teacher document incident via Moza Naplo Dean notifies parent Meeting with Counselor Meeting with parents Meeting (Dean, Director of Secondary and Counselor) with parents to review Student Action Plan (Student may not return to class until this meeting occurs) 	Administrative Action <ul style="list-style-type: none"> Teacher document incident via Moza Naplo Dean notifies parent Meeting with parents Out of School suspension 1 day Meeting (Director, Dean of Students with parents to develop Student Action Plan (Student may not return to class until this meeting occurs)
	INTERVENTIONS: <ul style="list-style-type: none"> Meet with counselor Identify contributing Functional and Environmental Factor Develop behavior contract: assign an adult mentor Parent Meeting Required Restorative Action 		

LEVEL 3 INFRACTIONS			
Before administrative action is taken a teacher will have given prior documented warnings for the offense and parents will have been notified. This policy does not pertain to Level 3 Infractions or Zero Tolerance offenses.			
Level 3 Infractions	1st Offense	2nd Offense	3rd Offense
1. Fighting and aggressive or intimidating behavior towards others 2. Possessing or using tobacco products and e-cigarettes/vaporizers 3. No vaporizers or accessories 4. Leaving campus w/o permission - Truancy 5. Academic dishonesty – Plagiarism/ cheating repeated 6. Stealing 7. Sexual misconduct 8. Vandalism – Major 9. Misuse of technology 10. Possessing or viewing pornography 11. Crank/ Prank 112 calls /Tampering with Fire Alarms/Security 12. Theft and Use of someone's identity for malicious intent	GRADES 6-12		
	Administrative Action <ul style="list-style-type: none"> Teacher document Incident via Moza Naplo Meeting with parents Dean notifies parent Out of school suspension 1-2 days Expulsion Behaviour intervention plan developed with Dean of Students, Director, and Parents 	Administrative Action <ul style="list-style-type: none"> Teacher document incident via Moza Naplo Dean notifies parent Out of School Suspension 3-5 days Expulsion Meeting with parents Behaviour intervention plan review meeting with Dean of Students, Director, and Parents 	Administrative Action <ul style="list-style-type: none"> Teacher document incident via Moza Naplo Dean notifies parents Expulsion Meeting with parents Expulsion (Exit interview Director, Dean of Students, with parents) <p>In certain cases contacting authorities will be considered.</p>

13. Bullying/Harassment - Sexual, racial, ethnic, religious, cyber bullying 14. Repeated level 2 infraction	<i>Determination of Suspension or Expulsion is based on the severity of the incident. Determination is made by the Director. eg.: cheating on final exam-expulsion, partial plagiarism-suspension</i>	<i>Determination of Suspension or Expulsion is based on the severity of the incident. Determination is made by the Director. eg.: cheating on final exam-expulsion, partial plagiarism-suspension</i>	
	INTERVENTIONS: <ul style="list-style-type: none"> ● Meet with counselor ● Identify contributing Functional and Environmental Factors ● Develop behavior contract: assign an adult mentor ● Parent Meeting Required ● Restorative action should be considered as part of any action plan where applicable 		

ZERO TOLERANCE INFRACTIONS

Before administrative action is taken a teacher will have given prior documented warnings for the offense and parents will have been notified. This policy does not pertain to Level 3 Infractions or Zero Tolerance offenses.

1. Illegal Activity
2. Fighting – causing serious bodily harm/injury
3. Drugs – possession, use, or under the influence
4. Alcohol - possession, use, or under the influence
5. Weapons - possession or use
6. Felony arrest outside of school
7. Threat - to the school or any individual

ALL GRADES

- Immediate referral to Director and Dean of Students
- Student removed from class and sent to the office
- Meeting with parents
- Subject to expulsion.
- Law enforcement may be called.

Definitions of Sanctions:

Out of School Suspension - indicates a failure to abide by our internal policies and is an extreme and rare measure. A student may be asked to leave because it is felt the school is not the best place for the student to learn or because the student is preventing the learning of other students and measures to address this have not been successful.

Expulsion - the denial of the right of a student to attend any SEK Budapest International School program, including all classes and school activities. According to the Continuous Enrollment contract no refund will be issued under these circumstances.

Please Note:

The frequency and severity of the infraction coupled with the age of the child will determine the level of consequence unless no minimum consequence is allowed. All suspensions will be preceded by parent notification from the Dean of Students. Students have the right and responsibility to redress grievances through established SEK Budapest International School procedures.

The Guidance Board may be called before a student is formally suspended or expelled.

Guidance Board

The Guidance Board is common to all IES schools and is responsible for investigating the behavior and attitudes of the students of the IES schools at both the individual and group level throughout the educational process. The Guidance Board is made up of the Director, Deputy Director, Counselor, Dean of Students, and up to three teachers selected from appropriate teaching teams. The appropriate teacher will attend and have a voice but will not be allowed to vote.

Functions

- Establishes policies for co-existence and integration of students for preventing conflicts and misbehavior.
- Analyzes and evaluates individual and collective student behavior and attitudes.

Action procedures for individual cases

1. The Dean of Students and Director decide which incidents will be brought to the Guidance Board.
2. The Dean of Students will present the situation to the board and give appropriate analysis and submit a comprehensive written report on the student's behavior.
3. The student will address the members of the board orally or in writing.
4. After due deliberation the members of the board will determine and communicate their decision based on the current data and scholastic record of the student.
5. The Director will be the person responsible for carrying out the action proposed by the board and has the final decision regarding consequences.
6. The process will track the student's behavior over time and the board will take into account that the decision is not simply the result of one action, but rather of many.

Action procedures for group cases

1. Any of the board members may bring forward the issue regarding the group in question.
2. The views of all involved parties will be heard.
3. A decision will be handed down suggesting possible solutions to the conflict.
4. The decision will be issued to all affected parties.
5. The decisions reached by the guidance board and adopted by the Director may only be appealed in writing to the Chairman of IES, who will have the power to veto these decisions for reasons substantiated in writing. Students must submit their written appeal within two (2) days of the Guidance Board's decision.

Search and Seizure Policy

It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school's Student Discipline Policy, which may include suspension, exclusion or expulsion and the student may, when appropriate, be referred to legal officials.

School lockers and school desks search

School lockers and school desks are the property of the school. At no time does the school relinquish its exclusive control of lockers or desks provided for the convenience of students. Inspection of the interior of lockers and desks may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

The personal possessions of students within a school locker or desk may be searched only when school authorities have probable cause that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers or desk were searched unless disclosure would impede an ongoing investigation by police or school officials. Search shall be conducted by the school authority in the presence of two witnesses, one elected among the school's staff and one among the students.

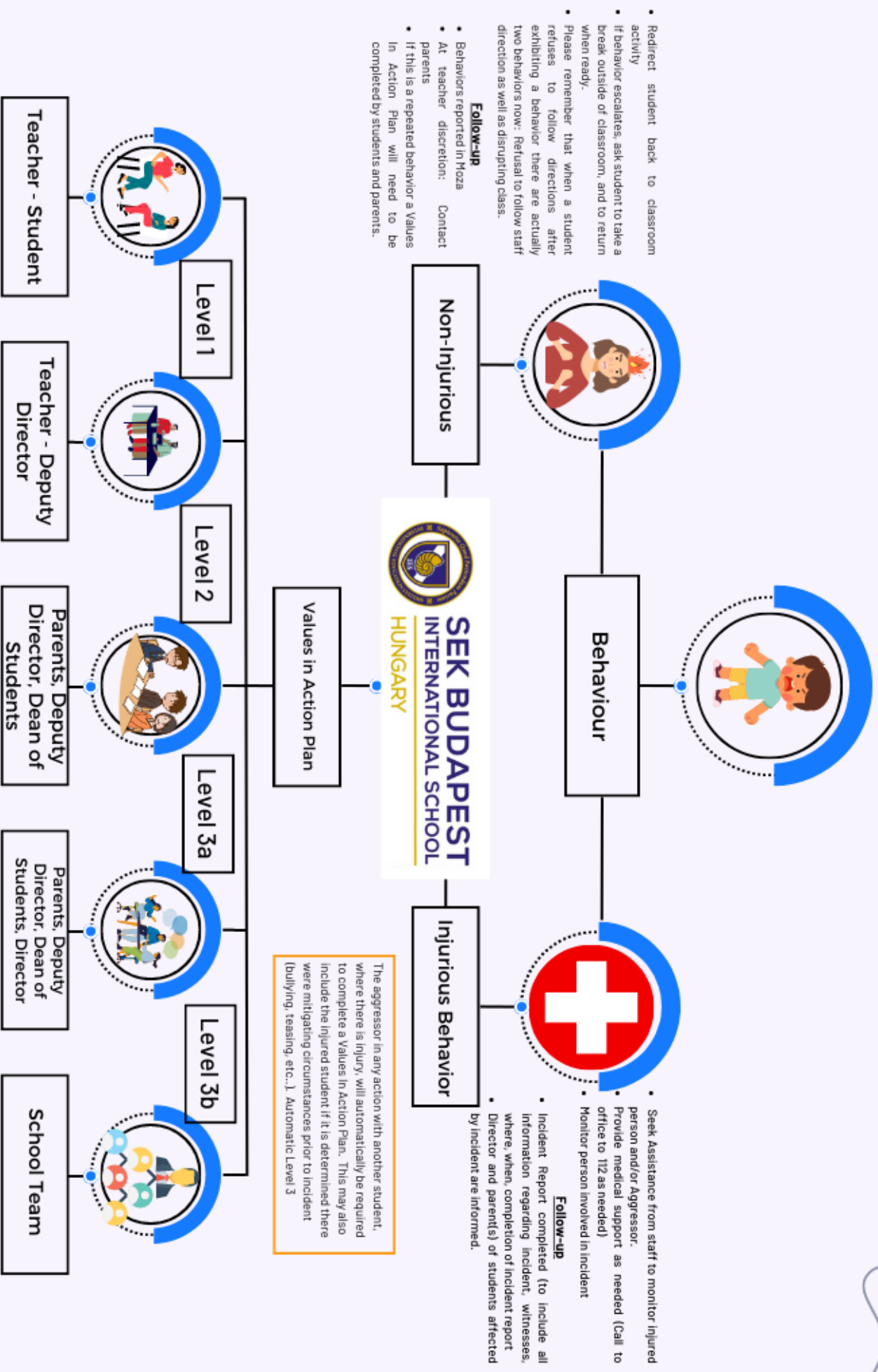
The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness. Search shall be conducted by the school authority in the presence of two witnesses elected among the school's staff. Search may be conducted on campus or in any off campus activity related, organized or sponsored by the school.

A search of a person shall be conducted in private by a school official of the same sex. Two other school's staff members shall be present as observers during the search of a person.

Definitions

- **Contraband** - any unauthorized item possession of which is prohibited by school policy and/or law. It includes, but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances (drugs) and "look-alikes," other materials belonging to the school and stolen property.
- **Personal possessions** - includes, but is not limited to purses, backpacks, book bags, packages, clothing, vehicles, computers, digital cameras and mobile phones and any type of electronic device with the capability to store data, text or images.
- **Reasonable suspicion** - a school official has grounds to believe that the search will result in evidence of a violation of school policy, rules and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context or other reliable sources of information.
- **Reasonable scope** - the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

Behavior Management Process



Textbook Policy

SEK International School provides textbooks and online subscriptions for student use throughout the year.

Students must pay for the loss of textbooks. These fees are paid to the Finance Office. The End-of-Year Checkout Form is used to assess fees owed for all school-related items. These include, but are not limited to, lockers, keys and any other assigned material.

Visitors

All visitors must sign in at the front desk. While on-campus visitors must follow all on-campus policies and procedures.

Facilities Usage

Parents who are interested in using the facilities after hours must first contact the Director. No one may use the facilities without permission and SEK Budapest International School employee supervision.

Lost and Found

Students are responsible for securing and protecting their own belongings. Found personal property (clothes, shoes, bags) should be collected in the lost and found boxes next to the vending machine. Lost and found items will be collected for a period of time. If items are not claimed, they will be donated.

SEK Budapest International School is not responsible for any items that are lost, stolen, or damaged on school property.

Animals on Campus

No animals are allowed on campus without the expressed written permission of the SEK Budapest International School administration.

Birthday Celebrations

No Birthday Cakes may be brought to school. This requirement is made with the understanding that SEK Budapest International School cannot be held responsible for the ingredients that may lead to an unwanted allergic reaction.

Parents are asked to use discretion and sensitivity when planning birthday celebrations outside of school to prevent feelings of exclusion. Invitations to personal birthday parties and gifts for personal birthday parties should be handled outside of school. Invitations to personal birthday parties may be given out during school hours if all classmates are included. Otherwise, invitations should be handled outside of the classroom.

Emergency Procedures

Medical Emergency- Is it life-threatening? Call a staff member- Dial 112

- First member of staff on the scene remains with the casualty being sure not to move him/her and ensure the airway is clear
- Assess the need for CPR. If the casualty is not breathing or pulse rate is not present commence CPR, if trained, otherwise call for CPR trained individual
- Call for a second staff/adult to Dial 112 and state "Medical Emergency"
- Report: Where? What? Who? (approximate age), When?
- Teachers/staff remain calm and ask bystanders to move away quietly
- Call the Front Desk (0) who will notify the Director
- Open the gate and direct the ambulance to the best access point
- Complete an accident report to give to the ambulance crew and keep a copy for school records

Fire Precautions

- Keep aisles, exits, and doors clear of obstruction at all times
- Evacuation routes should be known and are posted next to the door in each room
- All members of the school community should be vigilant and report any potential hazard

On Discovering a Fire- Remain calm, alert those in the vicinity by calling “fire” and contact the nearest staff member with details of the location of the fire and anyone involved or in imminent danger. The staff member in that area will sound the alarm and assist with evacuation procedures.

Fire Drill Procedure- Know the evacuation route(s) in advance

- On hearing a fire alarm - line up and exit the room quickly and quietly
- Close windows; turn lights off; close (not lock) the door as you leave
- Do not gather books or belongings. Begin evacuating as soon as the signal is given
- Teachers lead classes to their assigned areas. They should bring their red drill folder and take attendance when in the designated area
- Students should follow the evacuation route to their present location
- All administrators who do not have student responsibilities should help to see that all halls and exits are clear of students and help by guiding all students to a safe area until the "all clear" signal is given
- No one should re-enter the school building
- Silence must be maintained until back in the classroom
- In a fire drill proceed to the nearest exit away from the fire and direct students to the designated meeting place in the parking lot if not impeded by the fire

Student Government

Student Government

Elections are held in September for the Officers (President, Vice-President, Secretary, & Treasurer) and in September for Student Speakers and Class Representatives for Student Government, which is composed of High School and Middle School. The High School Student Government advises the Dean of Students on any issues which are of importance to the student body and proposes initiatives, which will benefit the school and student body.

The High School Student Government is composed of one advisor and students as follows:

Officers

- President of Student Government: Elected from 11th grade in September
- Vice President of Student Government: Elected from 10th or 11th grade in September
- Secretary: Elected from 10th or 11th grade in August

Members

- Two Class Representatives from 9th & 10th grades (11th grade if necessary): Elected in September
- School Speakers: Two students elected from 11th or 12th grade in September.

*There must be at least two representatives from each Secondary class (9th-11th) and two representatives from each middle school class (6th-8th).

The Secondary School Student Government will meet monthly or as needed. Six student members, including two officers and one staff member are required for a quorum. Minutes must be presented to the Dean of Students and Director in writing.

Eligibility

Members of Student Government are expected to be student leaders and role models. As such, academic and behavior standards are as follows:

- A current GPA of 3.0 or higher
- In good standing in all courses by earning a grade of '3' or higher
- No behavior reports resulting in any form of suspension
- House Captains or NHS Officers (excluding Historian and Sergeant at Arms) may be School Speakers or Class Representatives but are not allowed to be Officers.

Decisions: All decisions by the Student Government must be ratified and can be vetoed by the Dean of Students in consultation with the Director. School policy should be sought before decisions are reached to avoid unnecessary use of a veto. The voice of the students is important and carries weight and this responsibility should not be abused.

Technology Resources Policy

Acceptable use: Introduction

Use of the system is defined as obtaining access to any SEK Budapest International School technology, software, or services regardless of the technical device, and regardless of whether or not the device is owned or operated by the school. Students, staff, and guests who are provided with access to networks (including the Internet) and other technologies by the school shall be governed by the following policy.

Students are expected to use the school's computer technology correctly and appropriately. This includes the Mac and iPad devices and all their accessories, software, configuration, cases, keyboard and any device/software related to them. The misuse of any of the technological devices will be treated as equivalent to lying, cheating, stealing, or vandalism, and the offending students will be subject to appropriate academic and disciplinary consequences. Students who install or store in a computer, handheld calculator, or any electronic storage device any program contradictory to the mission or philosophy of the school, or who are in possession of such technology, are subject to appropriate academic and disciplinary consequences and to the confiscation of the device. Students who tamper with another student's digital work or technology, whether it can be restored or not, will be subject to academic and disciplinary consequences.

The use of the internet is a privilege, not a right, which may be revoked at any time for inappropriate behavior.

A student may access the internet, once the computer has been checked for anti-virus, and registered through the school. It is expected that the student will use the internet solely for academic tasks. Students are not allowed to access school Wi-Fi with their cell phones.

SEK Budapest International School provides a computer lab and internet access as a means of creating an environment where students can learn. Technology, which includes computers, other devices, networks, internet access, and peripherals, are a part of that environment.

Students are expected to use the school's computer technology correctly and appropriately. Transmission of material in violation of any state or federal regulation is prohibited. The internet provides access to information on computer networks worldwide. The user is responsible for his actions. It is not acceptable to use the internet for personal email accounts or chatting.

Users have no expectation of privacy in their use of the school network. The school has the right to access, review, copy, delete, or disclose, as allowed by law, any digitally recorded information stored in, or passed through the network, regardless of the initial intentions of the user.

The Administrative staff reserves the right to examine all transactions and will determine the appropriate use. Abuse of the network and/or any form of illegal conduct including any form of vandalism to equipment or software, uploading or creation of computer viruses, and unauthorized access to the files of other users, may result in disciplinary action including revocation of access privileges, possible suspension/expulsion from Boca Prep, and/or appropriate legal action.

Users assume responsibility for understanding the policy and guidelines as a condition of using the network. Staff members are accountable to teach and use the network responsibly. Use of the network that is inconsistent with this policy may result in loss of access as well as other disciplinary or legal action.

All students must sign the Acceptable Use Policy agreement at the beginning of each school year.

Inappropriate use

1. **HARASSMENT:** Harassment, threatening, intimidating, bullying, or demeaning an individual or group of individuals because of sex, color, race, religion, disability, national origin, or sexual orientation is prohibited.
2. **PROFANITY OR OBSCENITY:** Users are not allowed to access, retrieve, or view obscene, profane, or indecent materials. “Indecent Materials” are those materials that, in context depict, or describe sexual activities or organs in terms patently offensive, as measured by contemporary community standards. “Obscene materials” are those materials which, taken appeal to the prurient interest in sex, which portray sexual conduct in a patently offensive way that, taken as a whole, does not have any serious literary, artistic, political, or scientific value. Use of profanity or obscenity is prohibited, and all users shall use language appropriate for school situations.
3. **OFFENSIVE OR INFLAMMATORY SPEECH:** Users must respect the rights of others, both in the local community and the network at large. Sharing personal information or personal attacks is an unacceptable use of the network. If a user is the victim of inappropriate communication, the incident shall be brought to the attention of a teacher or system administrator.
4. **VANDALISM/MISCHIEF:** Vandalism and mischief are prohibited. Vandalism is defined to include any attempt to harm or destroy the data of another user, on the network, or on any networks that are connected to our network or physical damage to school technology. This includes, but is not limited to, the deliberate creation and/or propagation of computer viruses. Mischief includes interference with the work of other users and is prohibited. Any action that disrupts or interferes with the ability of the network to carry out its intended function may be considered mischief.
5. **USER ID VIOLATIONS:** Once an account is issued to a user, that user is responsible for all actions taken while using that account. Sharing an account with another person, or disclosing another individual’s password, is prohibited. Concealing or misrepresenting one’s identity while using the school network is prohibited. Every user is responsible for all inappropriate uses of the user’s account by any other person. All users must exercise extreme caution with their passwords. Passwords must be secure (at least seven characters, one character that is not a letter or number, no simple words or names, nothing easily guessed). Logging on, or attempting to log on, in the name or account of another person or entity is prohibited. If a user suspects that any account on the network has been compromised it is their responsibility to immediately contact the technology coordinator.
6. **ELECTRONIC MAIL VIOLATIONS:** Forgery of electronic mail messages is prohibited. Reading, deleting, copying, or modifying the electronic mail of other users is prohibited. Sending email that is unsolicited junk, rumor, harassment, obscene, or chain letters is prohibited. An administrator must approve an email that is used to promote a cause for profit or charity. The use of mass mailing should be minimized, and approval for mass messages may be required by an administrator.
7. **NON-ACADEMIC USE:** District technology is a valuable, scarce resource. It is not to be used for non-academic purposes such as game playing, and social networking unless approved by the teacher or administrator. Unauthorized intentional downloads to a single computer, network drive, or external media of movies or video files; MP3s;

shareware; freeware; pirated software; or other .exe or application files (unless a part of the curriculum) are not allowed. It is not to be used to access pornography or obscene materials under any conditions, nor can it be used to forward chain letters.

8. EDUCATIONAL PROCESS: Any action that takes place on the school network, or external networks, that may disrupt the educational process, including use that is reasonably foreseeable to result in disruption or interfere with the rights of others at any time, either during the school days or after school hours, is prohibited.

Mobile Phones/Smart Phones/Smart Devices

The use of these devices throughout the school day 8:00 - 4:00 may not be used at all during the school day. We recognize the need to contact parents and/or students. This can be done through the Front Office. Students may have phones in their possession, but are not to be carried or displayed at any time during the school day. Students caught with their phones will be held responsible for their behavior in these instances. Phones will be taken and stored at the Office until the end of the school day (first offense). Second infraction will result in phone confiscation and a disciplinary hearing (parents required to collect the phone no exception). Any other infractions related to use of the phone following a second offense will result in disciplinary action.

Students in all grades are not allowed to use their phones during school hours (except with expressed permission of the teacher for the purpose of completing class or project work).

Students in all grade are required to keep their phones in their bags and out of sight.

Phones in plain sight will be confiscated by the classroom teacher and the Dean of Students will be notified and will investigate the infraction.

GDPR

The use of any electronic device to record and/or transmit audio and/or images will not be allowed unless it is part of the curriculum supervised by a teacher or otherwise approved by the Administration. Other devices that do not require a network connection, but are considered technology devices to be regulated by acceptable use policies include but are not limited to cell phones, DM (Direct Messaging) devices, text messaging devices, and calculators with advanced communications functions. In addition, any devices for taking pictures and videos or recording audio whether it be stand-alone, on a phone, mobile computing device, or wireless, require advanced approval before they can be used.

Consequences of Policy Violation

A user's network access privileges may be interrupted or terminated for any violation or attempted violation of this policy. Violators will also be subject to disciplinary measures, such as outlined in the disciplinary consequences section of the school handbook.

If any of the hardware provided by the School is damaged or lost, due to the lack of diligence in its use by the student, the student must repair or repay the loss or damage of school property.

Bring Your Own Device (BYOL) Policy

Bring Your Own Laptop (BYOL) policies allow students above Grade 9 and above to use their personal laptop for learning in school. This policy outlines the guidelines for students who choose to bring their devices to school.

Purpose

The purpose of this policy is to ensure that students use their personal devices responsibly and safely while on school property.

Scope

This policy applies to all high school students (Grade 9-12) who bring their own laptops to school.

Policy Statement

Eligibility: Students who bring their own laptops to school must have a valid school ID and agree to abide by the school's Acceptable Use Policy.

Acceptable Devices: Only personal computing laptops that are capable of connecting to the school's wireless network may be used on school property. The school demands that the devices use keyboards or pens as main input devices. Touch screen tablets by themselves are not permitted.

Security: Students are responsible for the security of their laptops. The school is not responsible for any damage or theft of personal devices. Students are required to use a password to secure their device. The operating system shall also be always upgraded to the latest version. It is strictly forbidden to use malicious software to hack or access school property or other student's devices. This includes the use of keyloggers, rubber duckies, over the network malicious commands or applications.

Personal Use: Devices brought to school must be used only for educational purposes during class time. Personal use of devices during instructional time is strictly prohibited. Students caught using their laptops for personal purposes may be restricted from BYOL policy.

Internet Access: Students may only access the school's wireless network for educational purposes. Students must not attempt to access inappropriate or prohibited content. Any violation of this rule will result in disciplinary action.

Respect for Others: Students must respect the privacy of others and must not take photos or videos of others without their consent and specific approval of teaching or administrative staff.. Students must not use their devices to bully, harass, or intimidate others.

Responsibility: Students are responsible for the maintenance and upkeep of their personal laptops. The school will not be responsible for repairing or replacing any personal devices. Students have to keep their devices charged, updated and clean of malicious software. Charging shall be on an as needed basis at the teachers discretion..

Consequences: Any violation of this policy may result in disciplinary action, including confiscation of the device, suspension of use of device, or expulsion.

Conclusion:

The school supports the use of personal laptops for learning purposes, and this policy is designed to ensure that students use their devices responsibly and safely while on school property. Students who choose to bring their laptops to school are expected to abide by this policy, and any violation of this policy will result in disciplinary action.

Prohibition of sharing illicit material: It is forbidden to use P2P sharing networks such as torrents on school network. They are resource intensive and most of the times prompts illegal file sharing. All materials shall only be access through the material provided by staff.

Health of the devices: Only laptops with good operating capacities may be approved for BYOL policy. That means that the device enclosure should be at its original state, it shall have capable batteries to ensure the use during the schooltime, and correct screens. The charging ports and cables shall also be in correct working order.

Academic dishonesty: Please refer to Academic Dishonesty covered previously in this document.

Consequences of Policy Violation

A user's network access privileges may be interrupted or terminated for any violation or attempted violation of this policy. Violators will also be subject to disciplinary measures, such as outlined in the disciplinary consequences section of the school handbook. If any hardware provided by the school is broken or lost due to the lack of diligence of the student in using the resources, the student responsible for this must repair or pay back for the damage or loss of school's property.

HANDBOOK 2023-2024 AGREEMENT

I acknowledge that I have read and understand each of the following sections of the SEK Budapest International Student Handbook contained within this Agenda and subscribed to all of the policies stated herein.

- Charter of Rights and Responsibilities
- Student Code of Conduct
- Standards of Behavior
- Athletic Department Conduct Guidelines and Code
- Technological Resources Policy
- Behavior and Discipline Policies
- Attendance Policies
- Personal Appearance and Uniform Policy

By signing, I agree to promote the above-stated mission and abide by all rules and regulations contained in this Student Handbook. For any violation, I understand I may be subject to disciplinary actions, including but not limited to exclusion from activities, suspension, and/or expulsion.

SEK Budapest International School promotes the highest standards and seeks to work in partnership with students, parents, and guardians to promote learning and achieve their potential.

This form must be completed no later than September 30, 2023. Any Family/Student(s) failing to complete this form will not be permitted to attend classes until this has been signed.

The parent email constitutes a digital signature for this document

Parents/Guardians Please sign using - Google Form Link: <https://forms.gle/dGBkuHDpGPzgPy7s9>