

Aknowlegdements related to the safeguarding of the students' interest and fire protection

1.Coming to school and leaving school

Coming to school and leaving home pupils should follow the usual route ! The road should be crossed on the market zebra crossings. Previous stepping down the pavement students should looks around

-first on the left then on the right – in case of double way traffic,

-opposite the traffic direction in case of one Way Streets.

One should pay special attention while crossing in front of and behind of parked vehicles

Colours of the traffic light, their meaning traffic behaviour aknowlegdements

When the light is green students should assure if they can pass there and if drivers should give them priority.

IT is expected ,that students be present at school being able to perform the learning process (not under the influence of alcohol, medicine and drugs. They should wear adequate, recent clothing.

School manners

School rules and tidiness should be complied in the school area. Garbage should be put only in containers , bins destined on this purpose.

Taking in alcohol, medicines (except those with medical recommendation) , and other dangerous substances IS FORBIDDEN.

Discharged batteries should be placed in battery containers on the ground floor corridor.

Running and other bothering activities for teaching/learning activity is strictly forbidden.

The hall windows should be kept closed. Classrooms should be ventilated/aired at the beginning of the classes and it should be done by the teacher. Even though, there are permanent bug and rodent expelling activities in the school, if their presence is detected, it should be immediately reported to the form teacher. It is forbidden for students to enter in boiler- rooms, workrooms, workrooms. Students are allowed in the dining halls only at the appointed eating Time.

Electric equipment

Bringing into school and work, devices that operate with 230V main current (CD player, radio), charging mobile phones is strictly forbidden. Electric switches, plug sockets should be handled with caution. It is forbidden to mend or try any fixing procedures on any devices or gadgets. Any defect should be reported.

Accidents, reporting accidents, first aid procedures

Any accident occurred in the school area (cutting, bruise ,graze , sting, hit etc) should be reported to the headteacher or to the nearest teacher and a report should be written about. There is available in the school a first aid kit and it can be used when it is needed.

Fire protection

Smoking in school area is strictly forbidden for students.

Every year has to be done a fire alarm exercise. While simulating, everyone should leave the area according to the fire evacuation project.

Fire and bomb alarm and nature disasters are signalled the school- bell system by ringing 5x or 3x intermitently or communicated by the teacher on duty.

In case of fire alarm: the most important is discipline!

Everyone should leave the school area within 5 minutes. They should take with them only the most useful objects (namely coats and identity cards), and guided the teacher and they should leave the building in the previously decided order.

Bags and other things should be left on their places.

In case of bomb alarm

The school territory should be left in 7 minutes guided by the teacher on a 100 m distance

Important: if it is possible, every personal belonging should be taken is while leaving

In case of other natural disasters

The building should be evacuated in 10 minutes after the alarm- led by the teacher, disciplined- The students' all belongings should be taken with them.

In case of any alarm, students being in game should get dressed.

In case of any alarm signal students have to march to Klauzál square according to the evacuation plan displayed in the school.

THE MOST IMPORTANT RULES OF OUR SCHOOL POLICY

Organisation of labour

Students arriving to school between 6.45 and 7.30 should stay in the morning caretaking classrooms. Pupils enter classrooms from 7.30.

Students have to arrive to school ten minutes before starting lessons.

Students arriving after 7.55 or who are missing at the beginning of the classes are considered absents.

Absences are administrated in the school register marking the duration of the delay/lateness.

Students, who paid breakfast can enter the dining hall in the first break. It is forbidden to take out food and drink from the dining hall. Students have to obey the the instructions of the teacher in duty.

In breaks between classes and in school celebrations the teacher on duty's orders have to be obeyed.

It is forbidden to keep windows open during breaks. Classrooms will be aired at the beginning of lessons and contr under teacher's control/ supervision.

Students can stay in the schoolyard during breaks and after classes only with teacher supervision.

Students' duty, the tasks of students on duty

Students on duty will provide chalks for the classrooms before the beginning of classes.

At the beginning of lessons they will report to the teacher the headcount of the class and the names of the absents.

At the end of lessons, classrooms must be left clean, neat (cleaning the blackboard is the task of the pupils on duty even at the end of classes, lessons).

If there is no teacher in the classrooms 5 minutes after the class bell, the students on duty should report it at the secretary.

Medical certificate

In case of illness or other case of absence occurred to other unusual event parents have to value the school or the form master/headteacher.

The students has to give the medical certificate to the form master on the first they coming to school, after the absence, or at least on the first class with the form master.

Otherwise the absence will be considered uncertified.

Lateness, uncertified class

If the students does not arrive for the beginning of the classes being late, this event should be certified.

The duration of the delay will be recorded in the school register by the form master.

The form master will inform/notify the parent using an official standard form. After the second uncertified class, the absence will be reported to the Children Welfare Service by the teacher responsible for Child Protection. After the tenth uncertified class the school will inform the district notary.

Buffet use

The buffet/ refreshment bar will be used as it follows: in the first and the third breaks the highschool students are served, in the second break grade school students.

It is advisable to eat at the buffet area. It is not permitted to bring drinks in glasses upstairs.

Smoking

According to law regulations smoking is FORBIDDEN in the school area. In case the instructions will be fined, that will be countered to the concerned pupil's parents.

The actual penalty fee : 30,000-100,000 Ft/ case.

Usage order of the school building , its maintenance and protection:

Nobody is allowed to stay in the schoolyard without teacher surveillance. Neither during breaks nor after classes.

Students cannot stay without teacher oversight neither in corridors nor in the schoolyard.

Students cannot enter the teacher's rooms, they will discuss their problems with the teachers in breaks.

If students notice any extraordinary event , accident , or accident hazard act, discipline , they have to inform the teacher or the nearest educator.

It is forbidden to take into schools and to outdoor programmes inflammable, flammable substances , injury objects .

After the last class the windows of the classrooms have to be closed, the light turned off and taps have to be controlled.

Pupils can take out objects from the school warehouse only with teacher's permission.

In computer rooms students can stay only under a competent adult's supervision. It is forbidden to take in food.

Students are allowed in the gyms only overseen by the teacher.

Except the extraordinary activities notified by the management, students can enter the gyms only in trainers.

The library can be used only under the librarian's oversight. Food and bags are not allowed inside.

It is forbidden to take out food from the dining hall. Students can enter only supervised by a teacher.

The furniture and the equipment of the building have to be used according to their purpose. If the students do any harm to the school even fulfilling his tasks , they have to refund it.

After the last class , students have to tidy the classrooms , then leave it. Nobody can stay in the building without permission and surveillance.

Damages accrued due to inadequate behaviour have to be refunded by parents . In case of smoking, if firefighters are notified by smoke detectors , the fee has to be paid by the parents of the involved students.

While using toilets always mind economy(toilet papers, handwash).

Student's parents' and relative's school entering

Except parents' meetings , consulting hours, school celebrations parents, relatives and strangers cannot stay in the school territory . During the teaching hours parents can enter only after previous appointment with the teacher.

Celebration rules

On school celebrations, festivals it is obligatory to wear clothes adequate to the event (white shirt and dark skirt / trousers.

Evaluation

Every students must have each semester at least 3 grades.

The semester grade shows the semester activity of the pupil , while the final grade shows the whole árára activity.

Before the finals teachers should reconile the date with students, because pupils have the right of writing only two finals during a day.

Warning measures, disciplinary sanctions

For schoolmates and teachers' rights offending behaviour and Fót that of disturbing school order the students get specialist teacher warning , for master teacher warning or admonitory.

In case of sequential misconduct will be punished as follows:

-homeroom warning

-homeroom admonitory

-headmaster warning

- headmastet admonitory

-disciplinary proceedings

In more serious cases the students can get headmaster admonitory , warning without following the steps mentioned above , even disciplinary proceedings can be initiated against them.

Students that cannot be evaluated due to their absences (250 classes/ year , 30% of the special classes) can be obliged by the teaching staff to grading exams.

The school will inform students and parents 15 days previous the exam date.

Prohibitions

It is forbidden to bring in cutting , stabbing objects, or objects looking like firearms.

According tó the Public Education Act , smoking, alcool and drug consumption and distribution is forbidden for students.

Violation of this prohibitions is considered the most serious disciplinary offense.

Students' rights

Students have to respect the rights of the teachers, educators, other workers of the school, and of their school peers. Children's personality rights have to be respected. Therefore no pictures and sound registrations can be taken without the parents' permission. For the sake of unbothered schoolwork objects that are out of this purpose (cell phones, radios, CD players) cannot be used, because this act should violate the other children's rights of learning. These objects have to be kept turned off.

In special cases, the parent can ask in a written form (having on it the date and parent's signature), the cell phone usage and consult with the form master and the class teacher.

The students' problems should be solved in the following order: class teacher, form master, teacher responsible with children's welfare, deputy governor/ headmaster, headmaster.

Obligations

Students have to wear clothes accepted by the social accepted norms and obey the rules of civilized behaviour (neatness, caps, scarfs, body piercing).

The control book and the informative notebook always have to be with them and have to be signed by the caregiver.

During classes, while teaching, students should perform activities according to the local syllabus to acquire subject knowledge. Other activities are not allowed.-e.g. eating, drinking, gum chewing, talking on cellphones.

Students have to be present in schoolclasses with full equipment. During classes only the equipment required by the teacher can be on the tables.

Objects that are not included among school equipment (technical devices, toys, phones, etc) the students can bring into school on their own responsibility.

Student books have to be given back at the end of the school year (at least on the day of certificate distribution) in perfect condition. It is forbidden to destroy these books.

In the school a Student Government functions. Their work is guided by the appointed teacher, who can also represent it.

School documents, programmes can be seen on the school website:

www.erzsebetvarosiiskola.hu

Restriction of cell phone usage -legal background

The school policy can require the placement of entered objects in the depository or the announcement of their intake. School policy also can forbid the intaking of unnecessary objects to exercising rights, or can condition it. If the rules are not obeyed, the educational institute is not responsible before the law.

Things that are not related to the schoolwork or have a great value can be taken in only on personal responsibility.

It is not forbidden to take in cellphones, but their usage is restricted according to the law Kn.tv 25.paragraph , 3rd introduction.

During classes and other activities cellphones, laptops etc can be used only required by teacher's or with their permission. Objects ringing during classes, bothering ones, are taken away by teacher's and only at the end of the class are given back. This is considered to be a disciplinary offense.

Mobile phone use suggestion

It is forbidden to use cellphones in school during classes. Therefore mobile phones should be kept off and on a place appointed by the institution or by the teacher.

Behaviour in case of fire

In case of fire , it has to be reported to the nearest teacher ,who will take the necessary measures.

It is forbidden for students to start firefighting .

It is forbidden to perform any incendiary activities.

It is FORBIDDEN to bring inside the school area and use any flammable or incendiary objects(matches, petards, pocket lighters etc).

The upmentioned rules are obligatory for all the students and the violation of the above mentioned rules call into account high responsibility.