

**AVICENNA INTERNATIONAL COLLEGE
Hungarian–English Bilingual Secondary School**

ORGANIZATIONAL AND OPERATIONAL REGULATIONS

Budapest, 2026

This document shall apply from the **2026/2027 academic year**.

DOCUMENT INFORMATION

Institution

**AVICENNA INTERNATIONAL COLLEGE
Hungarian–English Bilingual Secondary School**

**Registered Office and
Place of Operation**

1089 Budapest, Orczy út 3–5.

**Institution Identification
Number**

OM 201799

**Date of Adoption /
Approval**

28 August 2026

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DECLARATION

The above Table of Contents follows the original chapter and subchapter structure of the document, without adding any new substantive chapters.

1. GENERAL PROVISIONS

1.1 Purpose and Legal Basis of the Organizational and Operational Regulations

The provisions governing the operation of the educational institution and its internal and external relations are set out in the Organizational and Operational Regulations. These Regulations are established pursuant to the authorization provided by Section 25 of Act CXC of 2011 on National Public Education. The Organizational and Operational Regulations define the organizational structure of the educational institution, as well as all provisions concerning its operation that are not assigned to another area of competence by legislation. The Regulations provide for the coordinated operation and rational and efficient system of relations among the institution's established objectives and responsibilities, groups of activities, and processes.

The legal basis for the establishment of the Organizational and Operational Regulations, including the laws, government decrees and ministerial decrees governing the institution's core activities, includes:

- Government Decree 245/2024 (VIII. 8.) on prohibited items and items subject to restrictions on their use in educational and childcare institutions, and on the detailed rules of the procedures applicable to such items;
- Act LII of [year] on the New Career Path for Teachers;

- Act CXC of 2011 on National Public Education;
- Act I of [year] on the Labour Code;
- Decree 20/2012 (VIII. 31.) of the Ministry of Human Capacities on the operation of educational and childcare institutions and the use of names of public education institutions;
- Government Decree 229/2012 (VIII. 28.) on the implementation of the Act on National Public Education;
- Government Decree 326/2013 (VIII. 28.) on the career advancement system for teachers and the implementation of Act XXXIII of 1992 on the Legal Status of Public Employees in public education institutions;
- Act XXXIII of 1992 on the Legal Status of Public Employees;
- Act XXXI of 1997 on the Protection of Children and Guardianship Administration;
- Act XXXVII of 1993 on the Regulation of the Textbook Market;
- Government Decree 277/1997 (XII. 22.) on in-service teacher training, teacher professional examinations, and benefits and allowances for participants in further training;
- Government Decree 100/1997 (VI. 13.) on the issuance of the Examination Regulations for the School-Leaving Examination (Matura);
- Decree 40/2002 (V. 24.) of the Ministry of Education on the detailed requirements for the school-leaving examination;
- Government Decree 17/2005 (II. 8.) on student identification cards;
- Government Decree 138/1992 (X. 8.) on the implementation of Act XXXIII of 1992 on the Legal Status of Public Employees in public education institutions;
- Decree 23/2004 (VIII. 27.) of the Ministry of Education on the recognition of textbooks as official textbooks, textbook subsidies, and the organization of school textbook provision;
- Decree 37/2003 (XII. 27.) of the Ministry of Education on the National Training Register;
- Decree 3/2002 (II. 15.) of the Ministry of Education on quality assurance and quality development in public education;
- Decree 28/2000 (IX. 21.) of the Ministry of Education on the publication, introduction and application of framework curricula;
- Joint Decree 16/2004 (V. 18.) of the Ministry of Education and the Ministry of Children, Youth and Sports on school sports activities;
- Government Decree 130/1995 (X. 26.) on the publication of the National Core Curriculum;
- Government Decree 370/2011 (XII. 31.) on the internal control system and internal auditing of budgetary bodies;
- Act CXII of 2011 on Informational Self-Determination and Freedom of Information;
- Act XLII of 1999 on the Protection of Non-Smokers;
- Decree 26/1997 (IX. 3.) of the Ministry of Welfare on school health services.

1.2 Adoption, Approval, Access to the Organizational and Operational Regulations, and Related Documents

The present Organizational and Operational Regulations may be consulted by students, their parents, employees and other interested persons in the Head of Institution's office during working hours, as well as on the institution's website. These Organizational and Operational Regulations were adopted by resolution of the Teaching Staff dated 28 August 2026 and shall apply from the 2026/2027 academic year. Compliance with the Organizational and Operational Regulations and their annexes is mandatory for all employees and students of the institution. The Organizational and Operational Regulations are adopted by the Teaching Staff and enter into force on the date of approval by the Head of the Institution. They remain in force for an indefinite period. Where the provisions of the Regulations impose additional obligations on the maintainer as the operating entity, the agreement of the maintainer and operator is required for such provisions to enter into force. The Regulations apply throughout the premises of the institution as well as to programmes and activities organized outside the school. The Organizational and Operational Regulations enter into force upon approval by the maintainer. The following professional and internal regulatory documents are related to the institution's Organizational and Operational Regulations, and knowledge of these documents is also required for their proper application:

- Founding Charter;
- Educational Programme;
- School Rules and Regulations.

Based on the Organizational and Operational Regulations, the Head of the Institution may issue further instructions and internal regulations concerning specific areas of school life in order to ensure the effective and efficient operation of the institution.

Such separate internal regulations include:

- Job descriptions of employees;
- Internal Audit Regulations;
- Document Management and Archiving Regulations;
- Inventory and Stocktaking Regulations;
- Regulations on the Sale and Disposal of Surplus Assets;
- Occupational Health and Safety Regulations;
- Fire Safety Regulations;
- Library Organizational and Operational Regulations;
- Student Council Organizational and Operational Regulations.

1.3 Details of the Institution

- **Official Hungarian name:** AVICENNA INTERNATIONAL COLLEGE Magyar–Angol Két Tanítási Nyelvű Gimnáziuma
- **Registered Office and Place of Operation:** 1089 Budapest, Orczy út 3–5.
- **Institution Identification Number:** OM 201799

1.4 Rules Governing Budget Planning

Based on the instructions of the maintainer and following consultation with the Head of the Institution, the financial administrator shall prepare the required data within the prescribed deadlines.

1.4.1 Budget Planning

Budget planning is carried out by submitting the data requested by the maintainer. The budget is prepared by the maintainer.

1.5 Rules Governing the Issuance of Official Documents

- **Official document (Kiadmány):** A document that has been finalized following approval and bears the authenticated signature and official stamp of the person authorized to issue it (outgoing correspondence).
- **Issuance of official documents:** The process of approving a reviewed and finalized document, authorizing its finalization and permitting its dispatch.
- **Types of outgoing documents:** Contracts, employment contracts, documents relating to performance and completion of services, enquiries, notifications, information notices, decisions, copies of internal correspondence (minutes, reports), invitations, etc.
- **a)** The Head of the Institution is authorized to issue official documents in any area of the institution's operation and to authorize their dispatch and archiving. Outgoing correspondence may be signed by the Head of the Institution. By separate authorization, Deputy Heads of the Institution may also exercise this authority.
- **b)** In the event that the Head of the Institution is unable to perform their duties, the authority to issue official documents shall be exercised by the senior manager designated by the Head of the Institution in a written statement bearing their signature and the official stamp of the institution, or by the person designated by the maintainer.
- **c)** Official case files and documents generated in connection with the administration of the institution shall contain the following: the institution's details (name, address, postal code, telephone number and e-mail address), the registration number of the document, the name of the administrator responsible for the matter, and the place and date of administration.
- **d)** The upper right-hand corner of an official document shall indicate the subject of the document, any reference number, and the number of attachments.
- **e)** Official documents may be dispatched with an original signature, a certified electronic signature (in the case of electronically issued documents), or as a certified copy. Where the original signature of the issuing authority is required, the name of the issuing person shall be stated at the end of the document, below the date, followed by their official position.

1.6 Rules Governing the Operation of the Kitchen and Restaurant

The institution operates a kitchen and restaurant/cafeteria. Responsibility for catering services falls within the competence of the maintainer.

- **Discounted meals:** The school provides students and staff members with access to meals at a discounted price. Students and staff members receive a 15% discount on every meal ordered. If meals are ordered for an entire month in advance, an additional 15% discount is available, resulting in a total discount of 30%. Lunch may be ordered as part of a monthly subscription or, at the latest, on the day preceding consumption for the following day.
- **Food brought from home and designated eating areas:** Students are permitted to bring food from home. Such food may be heated in the microwave ovens located in the cafeteria and consumed there. **Consumption of any food in classrooms is strictly prohibited.**
- **Prohibition of external food orders:** Students are strictly prohibited from ordering food from external restaurants or food delivery services to the school premises, as the quality and hygienic compliance of food brought into the institution in this manner cannot be verified by the institution.

2. ORGANIZATIONAL STRUCTURE AND MANAGEMENT OF THE INSTITUTION

2.1 Management of the Institution

The institution operates with professional autonomy and is managed in accordance with the applicable legislation. The management of the institution shall independently decide on all matters concerning the management, organization and operation of the institution that are not assigned by law to another authority or area of responsibility.

2.2 Organizational Structure of the Institution

The fundamental principle governing the determination of the institution's management levels is to ensure that the institution can perform its duties smoothly and without disruption, in compliance with all requirements and to a high professional standard.

2.3 Head of the Institution

The sole responsible head of the institution is the **Head of the Institution (Principal)**, who performs their duties in accordance with Section 69 (1) of Act CXC of 2011 and the job description issued by the maintainer.

Duties of the Head of the Institution:

Duties arising from the management of educational and pedagogical activities:

- leading the Teaching Staff and supervising the implementation of the Educational Programme;
- directing and supervising educational and teaching activities;
- preparing decisions falling within the decision-making authority of the Teaching Staff;
- supervising their proper and professional implementation;
- setting a personal example;
- organizing examinations in accordance with the applicable examination regulations.

Duties arising from planning, organization and evaluation:

- preparing the allocation of teaching duties and the timetable in cooperation with other members of the management team, and submitting them to the maintainer for approval;
- being responsible for the preparation of the annual work plan;
- being responsible for planning and implementing tasks related to student recruitment, admission and career guidance;
- preparing the teacher professional development programme and the school enrolment plan;
- ensuring the appropriate and dignified organization of national and school celebrations in accordance with the school working schedule.

Employer-related duties:

- deciding on the filling of positions approved by the maintainer;
- appointing employees to various positions and responsibilities;
- obtaining the maintainer's approval before making appointments where necessary to ensure the availability of the required financial resources;
- preparing employees' job descriptions;
- determining the employment classification of teachers under their public education employment status;
- carrying out teacher performance assessments where necessary;
- scheduling annual leave;
- preparing the annual leave plan;
- organizing the school's working schedule and regularly monitoring its implementation.

Financial and budgetary duties:

- determining the purpose and allocation of the monthly operating allowance;
- seeking to increase the institution's own-source revenue;
- being responsible for the institution's assets and their protection;
- preparing and complying with regulations concerning asset protection;
- supporting the professional and financial development of the institution through the preparation and submission of grant applications.

Educational administration duties:

- making decisions concerning the establishment and termination of student status;
- ensuring that students of compulsory school age fulfil their compulsory education obligations;
- taking measures in student disciplinary matters;
- planning and organizing the admission procedure and enrolment;
- ensuring the distribution of mid-year reports and end-of-year certificates.

Duties arising from communication and cooperation:

- maintaining contact with parent organizations, the Student Council and the leadership of trade unions, including rights of proposal, consultation and consent where applicable;
- ensuring the personnel and material conditions necessary for the operation of the Student Council;
- informing parents and the Student Council about the implementation of educational and teaching activities and tasks arising from the Educational Programme;
- maintaining regular contact with the maintainer;
- fulfilling reporting and data-provision obligations.

Administrative and organizational duties:

- ensuring that student records are kept up to date;
- being responsible for the preparation of local documents and regulations supporting the operation of the institution;
- monitoring the institution's administrative tasks and document management;
- ensuring that registers and records are properly maintained and that accident reports are submitted;
- ensuring the preservation and, where applicable, disposal of school documentation in accordance with the relevant rules.

Asset protection duties:

- ensuring compliance with and enforcement of fire safety and occupational health and safety requirements, and ensuring that the relevant regulations are prepared;
- preparing and organizing inventory-taking and the disposal of obsolete or surplus assets;
- ensuring the protection of the school building and other assets.

Other duties:

- representing the institution at educational and cultural events in the city;
- performing the duties of the Head of the Institution with the assistance of the Deputy Heads of the Institution.

2.4 Rules Governing Presence on the Institution's Premises

In the absence of the Head of the Institution, the Deputy Head shall act in matters requiring immediate decisions affecting the institution as a whole, represent the institution, and exercise signing authority. If the Head of the Institution is unable to perform their duties for an extended period exceeding three weeks, the Deputy Head shall also exercise employer rights.

If the Head of the Institution is absent or unable to perform their duties for an extended period, one of the Deputy Heads shall be appointed in writing by the maintainer to take the necessary measures and provide continuous replacement. In the event that the designated Deputy Head is also unable to act, the Economic Manager shall assume these responsibilities, and in their absence, a member of the Teaching Staff shall be appointed in writing by the maintainer.

The absence of the Deputy Head and the Economic Manager may be authorized by the Head of the Institution.

In accordance with the duty roster prepared at the beginning of the academic year, at least one member of the institution's management shall be present on the premises on every working day during the teaching period and the school-leaving examination period, during regular working hours (8:00 a.m.–4:00 p.m.).

From 3:30 p.m. onwards, supervision of the institution shall, where necessary, be provided by the teacher on duty. Their responsibilities include taking immediate action in matters affecting student safety and notifying the Head of the Institution or their deputy, as well as the Academic Office (Student Center), of any matter requiring further action.

The management team maintains daily communication through regular working contact, ensuring the rapid and accurate flow of information. In addition, the management team holds a weekly meeting at the time specified in the timetable.

The institution has a **linear management structure**. Under this organizational model, clearly defined groups are assigned to the respective managers. The hierarchical relationships between superiors and subordinates are clearly defined, and the structure does not result in overlapping lines of authority, thereby enabling effective supervision and control.

2.5 Division of Responsibilities Among Managers

Responsibilities and Authority of the Head of the Institution

The Head of the Institution is responsible for the operation of the institution and provides its professional leadership.

Direct responsibilities include:

- ensuring the effective operation of the institution;
- making decisions on all matters concerning the institution following the appropriate consultations and procedures;
- representing and implementing collective decisions;
- representing the institution. Where specifically authorized, this responsibility may also be exercised by the Economic Manager, Deputy Heads or a teacher; such authorization may apply to a specific matter or task;
- exercising employer rights over Deputy Heads and teachers. In the case of teachers, this shall be exercised with the agreement of the competent Deputy Head and after obtaining the opinion of the relevant Head of Department;
- exercising disciplinary authority over Deputy Heads and teachers. In the case of teachers, the opinion of the competent Deputy Head and, where applicable, the relevant Head of Department shall be obtained;
- exercising employer and disciplinary authority over the Economic Manager, employees supporting educational and teaching activities, and technical staff. In the case of support and technical staff, the opinion of the Economic Manager shall be obtained;
- determining the job responsibilities of employees of the institution;
- undertaking financial and other obligations on behalf of the institution;
- preparing, or ensuring the preparation of, the mandatory documents of the institution;
- ensuring the operating conditions of the Student Council;
- carrying out tasks assigned under the annual work plan;
- awarding employees, after obtaining the opinion of the Deputy Heads and Heads of Departments;
- deciding on additional remuneration for outstanding work, with the consent of the relevant employee representative body where applicable;
- ensuring internal monitoring throughout the institution;
- organizing the activities of the admissions and student recruitment team and participating in its work;
- performing or ensuring the performance of tasks related to student recruitment and admissions;
- performing, supervising or ensuring the performance of the Head's duties related to the school-leaving examination;
- maintaining contact with bilingual schools and participating in meetings of the Association of Bilingual Schools;
- coordinating the administration of matters concerning foreign-language teachers;
- granting individual benefits or exemptions where justified;
- approving the allocation of teaching duties and preparing the timetable;
- operating the quality management and performance evaluation system;
- maintaining contact with parent organizations;
- coordinating alumni activities;

- providing information to external partners and stakeholders, including the media and the school website.

Further duties are set out in the job description approved by the maintainer.

Responsibilities and Authority of the Deputy Head of the Institution

In the event that the Head of the Institution is unable to perform their duties, the Deputy Head shall be responsible for the operation of the institution. Under the direction of the Head of the Institution, the Deputy Head shall coordinate the professional activities of the secondary school unit. If more than one Deputy Head is appointed, the Head of the Institution shall notify the Deputy Heads in writing of the division of responsibilities and their shared duties. The Deputy Heads shall keep each other mutually informed of matters affecting the school.

Direct responsibilities generally include:

- supervising the library;
- supervising the professional subject departments;
- carrying out or supervising tasks related to students' further education and progression;
- preparing the secondary school teaching allocation and timetable following consultation with the Head of the Institution, the professional subject departments and subject teachers;
- organizing substitute teaching arrangements for the secondary school;
- supervising and carrying out administrative work related to secondary school education;
- supervising document archiving;
- organizing, administering and supervising the school-leaving examination;
- carrying out tasks assigned under the annual work plan and, when commissioned by the Head of the Institution, organizing major school events, celebrations and programmes;
- monitoring and supporting teachers' work and providing recommendations concerning teacher rewards;
- carrying out internal monitoring tasks and performance evaluations;
- organizing assessments and evaluations and coordinating them with the professional subject departments and their heads;
- operating the annual work plan and performance-recording system;
- providing information to external partners and stakeholders, including the media and the school website;
- carrying out any additional duties related to their position as assigned by the Head of the Institution;
- maintaining contact with the Student Council;
- organizing and monitoring community-building activities and projects.

Responsibilities and Authority of the Economic Manager (if appointed)

- maintaining knowledge of financial and economic legislation, monitoring changes thereto, and managing the work of the financial and economic team accordingly;
- directing the work of technical staff;
- determining the structure and proportions of the budget based on the instructions of the school management, preparing the budget, preparing financial reports and carrying out financial calculations relating to individual tasks;
- ensuring the operational capacity of the institution, taking into account the financial resources available in the budget and educational considerations, ensuring economical and reasonable operation, and regularly informing the Head of the Institution thereof;
- preparing non-educational regulations concerning the operation of the institution, including catering, cash management, inventory and disposal regulations, as well as the chart of accounts;
- planning and organizing the school's payroll and wage management;
- ensuring the registration and records of buildings, equipment and consumable supplies under the institution's management;
- updating the system defining responsibility for financial and economic activities;
- following consultation with the Head of the Institution, arranging for the procurement and replacement of necessary materials, equipment and supplies;
- periodically informing the management, employees and Teaching Staff about the use of the budget;
- organizing the internal monitoring of activities related to financial management;
- preparing the job descriptions of technical and administrative staff and submitting them to the Head of the Institution for approval;
- providing an opinion on rewards for technical staff;
- coordinating and monitoring inventory-taking;
- carrying out any additional duties related to the position as assigned by the Head of the Institution.

2.6 Management and Communities of the Institution

The members of the institution's management team are the Head of the Institution, the Deputy Heads, and the persons responsible for designated areas of responsibility (CSP Manager, Student Mentor and Erasmus Coordinator).

As a body, the management team has consultative, advisory and proposal-making powers. Its members also perform supervisory duties and cooperate with the Heads of Professional Subject Departments and the teacher supporting the Student Council. The management team holds regular meetings, generally every three months, to discuss strategic matters and current tasks.

The organization of the internal monitoring of educational and pedagogical activities is the responsibility of the Head of the Institution. The monitoring tasks are included in the annual work plan according to subject area and schedule, with the responsible persons identified, in accordance with the tasks set out therein and based on experience gained through quality

development activities. Heads of Professional Subject Departments also participate in professional monitoring.

Key areas of monitoring include:

- observation and monitoring of lessons (Head of the Institution, Deputy Heads and Heads of Professional Subject Departments);
- monitoring of progress records (eKréta) and the AIMES digital modules at least twice a year (Deputy Head);
- monitoring of justified and unjustified absences at least twice a year (Deputy Head);
- monitoring the start and end times of lessons (Head of the Institution and Deputy Head);
- monitoring corridor supervision duties (Head of the Institution and Deputy Head).

2.6.1 The School Community

The School Community comprises the teachers working at the institution, staff directly supporting educational and teaching activities, and the parent and student communities.

2.6.2 The Employee Community

The Employee Community consists of the Teaching Staff and employees of the institution working in non-teaching positions.

2.6.3 The Teaching Staff

The Teaching Staff is the professional community of teachers employed by the educational institution and, in matters concerning education and teaching, is the institution's principal consultative and decision-making body. The Teaching Staff includes all employees holding teaching positions at the educational institution, as well as other employees with higher education qualifications who directly support educational and teaching activities.

2.6.4 Parents' Association (SZMK)

Section 1 – Purpose of the Parents' Association

- **(1)** The Parents' Association is a voluntary organization based on the participation of students' parents.
- **(2)** Its purpose is to strengthen cooperation between the school and families, support educational and teaching activities, and contribute to students' school life.

Section 2 – Organization and Operation of the Parents' Association

- **(1)** Members of the Parents' Association are the parents and legal guardians of students.
- **(2)** The Parents' Association elects a parent representative for each class or year group.

- (3) The class/year representatives constitute the leadership of the school-level Parents' Association and maintain contact with the Head of the Institution, the school management and teachers.

Section 3 – Responsibilities of the Parents' Association

- (1) Facilitating communication and cooperation between parents and teachers.
- (2) Supporting the school's educational and community programmes.
- (3) Making proposals, expressing opinions and adopting positions on matters concerning the operation of the school that affect parents.
- (4) Supporting the preservation of school traditions and contributing to students' community life.

Section 4 – Rights of the Parents' Association

- (1) The Parents' Association has the right to express its opinion on matters concerning the organizational and operational arrangements of the school.
- (2) Its representatives may be invited to events and meetings concerning the community life of the school.
- (3) The Parents' Association shall determine its own rules of operation within the framework of the Organizational and Operational Regulations.

2.6.5 Student Council

The Student Council is the student representative body responsible for protecting students' interests and exercising their rights. The Student Council may express opinions and make proposals concerning the operation of the educational institution and any matters affecting students.

2.6.6 Class Community and Class Teacher

The class community is the most basic organizational unit of the school community and the fundamental group within the teaching and educational process. The head of the class community is the **Class Teacher**.

2.6.7 Coordinator Responsible for Extracurricular Cultural, Social and Mentoring Programmes

The Coordinator is a suitably qualified person appointed by the Head of the Institution (CSP Manager / Student Mentor) who is responsible for organizing or supervising extracurricular events and programmes at the school. The Coordinator responsible for extracurricular activities cooperates with the school management and has advisory and proposal-making rights. The Coordinator's responsibilities relating to school programmes and cooperation with the school management and teachers are determined and supervised by the Head of the Institution.

2.6.8 Erasmus+ Coordinator

The Erasmus+ Coordinator is a member of the Teaching Staff appointed by the Head of the Institution and is responsible for organizing international Erasmus+ project groups (Salento, Ivancica, Plovdiv, Madrid, etc.), carrying out the administrative preparations, coordinating the student selection process, and ensuring compliance with disciplinary and safety rules during trips.

Communication and Coordination

The procedures for communication and information sharing between organizational units, as well as the specific dates and times of meetings, are set out in the annual work plan. The school's official electronic communication channels are the institutional e-mail system, the school website, the eKréta system and the **AIMES** educational platform.

The school management and teachers maintain regular communication with parents through parent meetings, parent consultation hours and school events. The school's teachers hold weekly parent consultation hours at a time determined by the Head of the Institution. The exact times of the consultation hours are published on the school website. If a teacher is absent for an exceptional reason, the school management shall inform parents of the alternative time through the school website, while the teacher shall inform the parents through the students they teach. If a parent wishes to meet with their child's teacher outside the scheduled consultation hours, they must arrange an appointment with the teacher by telephone or e-mail.

2.7 Employees of the Institution

The employees of the secondary school, in accordance with the provisions of the applicable legislation and the authorization of the maintainer, are as follows (see Annex 1 to Act LXXIX of 1993):

- **Teachers:** Determined in accordance with the applicable legislation and the authorization of the maintainer.
- **Staff directly supporting teachers and educational activities (NOKS):** Their employment is aligned with the applicable transitional arrangements.
- **Administrative and financial staff.**

School Secretary

General duties:

Through administrative activities, the School Secretary supports the organization of educational and teaching work. For this purpose, they carry out all current tasks assigned by the Head of the Institution and the Deputy Heads. The School Secretary establishes and regularly maintains the administrative and information systems required for their work, including spreadsheets,

computer-processed data, analyses, files, folders and materials collected and organized according to established filing principles.

The School Secretary is responsible for handling personnel records and ensuring their proper organization, accuracy and orderly presentation. They are also responsible for the computerized updating and continuous maintenance of the school register/logging system and for carrying out administrative tasks in accordance with the school's document management and administrative regulations.

9. Maintaining records of deadlines, reporting obligations, programmes and meetings.
10. Reminding relevant persons of these programmes and obligations and recording them in writing.
11. Coordinating appointments, programmes and meetings with colleagues and external persons.
12. Taking messages and arranging telephone call-backs.
13. Monthly task allocation and deadline coordination on the first Monday of each month; weekly programme coordination on Mondays.
14. Performing work independently, creatively and to a high professional standard.
15. Processing and managing employee-related administrative matters.
16. Managing commitment and expenditure authorization forms.
17. Preparing the monthly reimbursement statement for employees' commuting expenses.
18. Managing the KIR system.

Support Staff (Maintenance and Technical Staff)

IT Administrator

General duties:

The primary responsibility of the IT Administrator is to ensure the operational readiness of the IT equipment used by the institution and the **AIMES digital education platform**, and to maintain a continuous state of readiness for educational activities. The IT Administrator performs their duties in support of the school's educational and teaching objectives, in cooperation with the teachers of the IT subject department and taking their needs into consideration.

Duties:

- Resolving computer-related problems experienced by colleagues or, where this is not possible, reporting the problem to the school management together with a proposed solution.
- Being available in Room 204 during the break following the first and sixth lessons and being reachable via the designated institutional telephone number. Colleagues may contact the IT Administrator during these periods with their technical problems.
- Regularly checking the condition of computers used for teaching, deleting unnecessary files, and cleaning mice and keyboards. Based on entries in the shared staff file,

resolving reported problems at least every second day or, where this is not possible, reporting them to the school management together with a proposed solution. Recording the date and time of troubleshooting in the relevant table.

- Ensuring the continuous operation of printers and photocopiers and allocating user accounts in accordance with decisions of the school management.
- Maintaining user accounts in the eKréta and AIMES systems.
- Maintaining the school website under the direction of the Deputy Head responsible for this area.
- Supporting the school management in work requiring computer-based processing.
- Operating the school bell system and programming the bell schedule in accordance with the timetable.
- Operating the school radio system.
- Continuously monitoring the Wi-Fi network and maintaining passwords.
- Continuously supervising virus protection and security checks.
- Checking the computers located in teachers' rooms and offices and ensuring their continuous operation, including installations, configuration changes and replacement of components where reasonably possible and upon request.
- At the beginning of the academic year, entering data relating to new classes into the database and organizing and storing data forms signed by parents.
- Providing technical support for the regular backup of the library's digital records.
- Carrying out minor repairs and component replacements and commissioning new equipment.
- Continuously monitoring and maintaining interactive whiteboards, projectors and associated laptops, and updating the relevant software.
- Backing up electronic register data annually, printing the required data and carrying out necessary configuration changes.
- Making recommendations regarding the procurement of computers, interactive whiteboards, projectors, printers, photocopiers and related components; collecting quotations and assisting with the purchase of equipment.
- Providing technical support for school events and digitizing and storing recorded materials.
- Preparing the necessary software and source files for IT competitions and school-leaving examinations, providing technical support during the events, and collecting and archiving result documents.
- Continuously maintaining the IT equipment inventory and conducting an annual inventory.
- Regularly informing the school management about the condition of the network and the AIMES platform.
- Storing unused equipment in accordance with the inventory, assessing its condition, carrying out minor repairs where necessary and returning equipment to service where appropriate. Ensuring an organized and transparent storage system.
- Operating the electronic notice board and uploading submitted materials.

Teaching Assistant

The Teaching Assistant performs the following duties requiring appropriate educational qualifications:

- Supporting the student's socialization within the school environment.
- Providing individualized support and ensuring appropriate individual treatment.
- Serving as a positive role model through their conduct, behavior and appearance.
- Directly assisting teachers in the preparation and use of teaching and learning materials.
- Participating in the organization and implementation of school events involving classes.
- Assisting and encouraging students in completing general individual and group tasks.
- Participating in developmental and remedial activities and providing individual support to students during lessons and extracurricular activities.

Organization and supervision of leisure activities:

- Organizing and conducting activities as required (e.g. during supervision periods), such as sports, games and arts and crafts, and reporting students' activities to the teacher.
- Participating in the organization, preparation and implementation of school events, including arranging rooms and preparing equipment and materials; supervising assigned students and ensuring their physical safety.
- Supervising and supporting students during leisure activities, coordinating with teachers regarding tasks related to lessons, and preparing equipment and materials required for lessons.

Participation in the supervision of student activities:

- Participating in guiding students in self-service and self-care activities.
- Arranging the classroom according to the requirements of lessons and cooperating with teachers in general educational and teaching activities during lessons.

Accompanying students individually and in groups:

- Assisting teachers in conducting walks, excursions and other cultural, sports and health-related events, including CSP programmes.
- Providing student accompaniment when required.
- Accompanying students to activities and programmes outside the institution, excursions, educational walks, outdoor educational programmes and camps. Ensuring that students attend the relevant activities and actively contributing to the development of students' environmental awareness, personal hygiene and self-care habits.

Supervision and student care duties:

- Participating in, and where appropriate independently carrying out, the reception and supervision of students during teaching hours and designated arrival/gathering periods.
- Assisting teachers during breaks and after afternoon activities, or independently carrying out supervision duties.

- Accompanying students within the institution as necessary, including to activity rooms, washrooms, the dining area and the gymnasium.

Administrative duties:

- Maintaining general student records, including attendance and statistical records, and assisting in the preparation of other required registers.
- Participating in administrative tasks and the preparation of school documentation.
- Assisting teachers in communicating with parents, preparing letters and providing information about forthcoming events.

All employees of the school perform their duties in accordance with the responsibilities set out in their respective job descriptions.

2.8 System and Forms of the Institution's External Relations

The Head of the Institution and the Deputy Heads organize communication and cooperation with institutions, state and local government bodies, civil organizations and businesses that maintain relations with the institution.

The relationship between the institution and the maintainer is continuous.

Forms of Communication and Cooperation:

- **Verbal communication:** by telephone or in person.
- **Written communication:** electronically or in paper form. The electronic channels include the institutional e-mail system, the eKréta electronic register and the **AIMES** educational platform. Keeping these systems up to date is an important means of recording student assessment and informing parents.
- Participation in meetings, consultations and negotiations.

3. OPERATIONAL RULES OF THE INSTITUTION

3.1 Teachers' Work Schedule

- The teacher's full weekly working time consists of compulsory teaching hours and the time required for educational and teaching activities and other duties related to working with students. The Principal may assign regular or occasional educational and

teaching-related duties beyond the compulsory teaching hours, within the teacher's regulated working time.

- The teacher's daily work schedule, including supervision and substitution duties, is determined by the General and/or Academic Deputy Principal, taking into account the timetable and the allocation of teaching hours.
- Teachers are required to arrive at their workplace in a fit condition for work at least 15 minutes before the beginning of teaching, educational activities or supervision duties, and no later than 8:15 a.m.
- Teachers are expected, as part of their professional and ethical responsibilities, to attend school events held during the academic year.
- The reason for any planned absence from teaching must be submitted to the Principal, using the designated form, no later than three working days before the absence.
- In exceptional circumstances, such as illness, the teacher must notify the member of the management team on duty by 7:40 a.m. on the day of the absence so that appropriate substitution and supervision arrangements can be made.
- Teachers may use five working days of their annual leave for professional development and self-study. If participation in a training course, conference or other professional event serves the interests of the school, the Principal may authorize paid leave.
- The above provision does not apply to training courses included in the professional development programme or the annual training plan, or to working-time allowances related to further studies as provided for by law or by a study agreement.
- In other cases, the Principal may grant unpaid leave upon the teacher's written request.
- If a teacher is absent due to professional training or illness, they must provide the colleague covering their lessons in advance with the learning material and the relevant digital modules (AIMES) to be completed. In the event of an unexpected absence, a one-day delay may be granted, and in justified cases the above requirement may be waived.
- If a teacher or a group of teachers is assigned a task by the Principal or the teaching staff under delegated authority, they are required to report in writing, by the specified deadline, on the completion of the task to the person or body that delegated it.

Teachers' Rights

Teachers have the right:

- to be treated with respect, and to have their human dignity and personal rights respected;
- to have their educational and teaching activities evaluated and recognized;
- to choose their teaching methods in accordance with the educational and teaching programme;
- to participate in the planning and evaluation of the institution's educational and pedagogical programme and, as members of the teaching staff, to exercise their relevant rights;
- to direct and assess students' work;

- to evaluate and grade students' work;
- to participate in professional development and further training;
- to purchase professional literature each year up to the amount provided for this purpose as a normative, earmarked subsidy under the annual budget law.

Teachers' Duties

Teachers are required:

- to comply with the provisions of their job descriptions;
- to know, comply with and, where applicable, ensure compliance with the institution's internal regulations and relevant sectoral regulations and documents;
- to participate in the implementation of decisions made by the teaching staff;
- to participate in the preparation and drafting of documents related to the institution's educational and teaching activities;
- to learn and comply with the rules governing cooperation within the school community;
- to attend the opening and closing ceremonies of the academic year, the graduation ceremony, and compulsory CSP and POLE events.

During their regulated working time, teachers are required to remain on the institution's premises, except when performing a duty that can only be carried out outside the institution. The Principal determines which duties must be performed by teachers on the premises of the educational institution and which duties may be performed outside the institution.

3.2 Work Schedule of Non-Teaching Employees

The work schedule of non-teaching employees of the institution, including the caretaker, receptionist and cleaners, shall be determined by the Principal in accordance with applicable legislation and in a manner that ensures the smooth operation of the institution. Their job descriptions shall be prepared jointly by the Principal and the Maintainer. Taking into account statutory working hours and rest periods, the management of the institution shall make proposals for the coordinated organization and modification of daily working schedules and for the granting of employees' annual leave. The work schedule of employees employed in non-teaching positions shall be determined by the Maintainer. Any change to the daily working hours of administrative and technical employees shall be made on the basis of an oral or written instruction from the Maintainer through the Principal. Their working hours shall be recorded, and their daily duties shall be documented.

3.3 Students' Work Schedule

The working schedule and daily routine of students are set out in the School Rules (*Házirend*), which are prepared by the Principal and adopted by the teaching staff in accordance with the

relevant legal provisions and with the agreement of the Student Council, the parents' organization and the Maintainer.

3.4 The Local Schedule of the Academic Year

The beginning and end dates of the academic year are determined by the regulation issued by the minister responsible for education. The instructional period begins with the opening ceremony of the academic year and ends with the closing ceremony. The local schedule and programme of the academic year are determined by the teaching staff at the opening staff meeting and recorded in the annual work plan. The opening staff meeting shall determine:

- the essential content and priorities of educational and teaching activities;
- based on the proposal of the Head of the Homeroom Teachers' Professional Community, the content, dates and responsibilities related to school-wide events and ceremonies;
- the dates and programmes of teaching-free working days;
- the approval of the annual work plan, which includes the date of the annual regular Student Assembly, the dates of planned teaching staff meetings, examination dates, the date of the POLE Conference, Erasmus+ mobility periods and school-wide extracurricular activities.

During the first teaching week, homeroom teachers shall inform students about the local schedule of the academic year, the School Rules and accident-prevention requirements. Parents shall be informed about these matters at the first parents' meeting.

The School Rules are available in the library, in the teachers' office and on the school website. Upon enrolment, each student receives a copy of the School Rules. For students enrolling during the academic year, the homeroom teacher shall provide the School Rules.

3.5 Organisation of Teaching

School Opening Hours and Bell Schedule

During the instructional period, the institution's building is open from **7:30 a.m. to 4:00 p.m., Monday to Friday**. Students may remain in the school buildings only when pedagogical supervision is provided. On working days, pedagogical supervision is provided in the school building between **8:00 a.m. and 3:30 p.m.**, and continuously during organized activities outside these hours.

The school is closed on public holidays and other official days off. During school breaks, the school provides supervision according to a duty schedule, which is communicated through the usual communication channels. During school breaks, administrative staff remain on the premises, provide information regarding the availability of the school management, and record and forward enquiries.

Teaching and educational activities take place in the designated classrooms, under the direction of teachers, according to the weekly timetable and in accordance with the allocation of teaching hours. Extracurricular activities may only be organized after compulsory lessons have been completed and normally until 4:00 p.m. In justified cases, remedial sessions or project activities may be organized later.

Bell Schedule and Daily Timetable

(Based on the Student Academic Manual)

Time	Programme / Activity
08:30–09:00	Attendance check, daily review and breakfast (<i>Presence, Review & Breakfast</i>)
09:00–09:45	Lesson / Session 1
10:00–10:45	Lesson / Session 2
11:00–11:45	Lesson / Session 3
12:00–12:45	Lesson / Session 4

12:4
5–13
:45

LUNCH BREAK

13:4
5–14
:30

Lesson / Session 5

14:4
5–15
:30

Lesson / Session 6

Breaks between lessons are supervised by teachers assigned to duty. Teacher supervision is provided from 8:00 a.m. and during breaks. The teacher on duty is responsible, in accordance with the School Rules, for supervising students in the designated area, ensuring the order and cleanliness of the premises, and monitoring compliance with accident-prevention and safety regulations.

Only members of the teaching staff may attend lessons without the prior permission of the Principal. In all other cases, permission must be obtained from the Principal. Lessons may not be interrupted after they have begun, except in justified cases authorized by the Principal. Mandatory medical examinations may take place at times and in a manner approved in advance by the Principal.

3.6 Rules Governing Presence on the School Premises

For persons who are not employed by the institution and do not have student status at the school, access to the institution is regulated as follows in order to protect property and ensure the undisturbed and peaceful operation of educational and teaching activities:

- Parents and external visitors entering the secondary school building are subject to access control by the reception/security service. They must state the purpose of their visit and identify the person they wish to see. Visitors may wait in the area in front of the reception desk. The reception/security service is required to inform the Principal and the Student Center of waiting visitors. Apart from school employees and students, only persons conducting official business or persons invited to school events may remain in

other parts of the secondary school building. External visitors may not interfere with the educational and teaching activities taking place at the school.

- During teaching hours, students may leave the school premises only in justified cases and with the joint permission of the homeroom teacher, the Principal or Deputy Principal, and the subject teacher, together with written authorization from the Principal. Further rules governing students' presence on the school premises are set out in the School Rules.
- During the instructional period, students may deal with official matters at the Student Center during its opening hours.
- **Handling Official Matters During School Breaks:** During school breaks, the institution remains open for official matters according to a designated duty schedule. The duty schedule is determined by the Principal and communicated to parents, students and teachers before the beginning of the break. During the summer break, office duty is organized once a week, on Wednesdays.
- Students may use the school's facilities in accordance with the School Rules. School buildings and rooms must be used for their intended purposes.
- **Users of school premises are responsible for:**
 - protecting and safeguarding school property;
 - compensating for any damage they cause;
 - maintaining order and cleanliness on the school premises;
 - complying with fire safety, occupational health and safety, and workplace safety regulations;
 - complying with the provisions of the institution's Organizational and Operational Regulations (SZMSZ) and the School Rules.
- School furniture, equipment and other items may only be removed from the premises with the permission of the Principal and against an official removal authorization.

Primarily outside official opening hours and during school breaks, school premises may be made available or rented to external users on the basis of a separate agreement or contract, provided that this does not interfere with school lessons or events. External users of the school premises may remain in the building only during the agreed period and in the rooms specified in the relevant agreement or contract.

3.7 Rules Governing the Operation of the Library

The institution's library may be used free of charge by the school's students, teachers, employees and students enrolled in higher education.

Library opening hours: during the instructional period.

Services Provided by the School Library

- borrowing and lending services;
- individual and group use of the library collection;

- reference and information services, including guidance on the use of the library and assistance to students and teachers in finding literature required for schoolwork;
- lessons and group activities held in the library, with the presence of the librarian;
- playback of audio materials and making copies in accordance with applicable legislation.

Library Users

The school library may be used by students and teachers of the school. During afternoon opening hours, other persons may also use the library on site, provided that they comply with the library rules. Registration and use of borrowing services are free of charge.

Documents Available for On-Site Use

- reading-room and reference-library books.

Compensation for Lost or Damaged Materials

A lost or severely damaged library document may be replaced by a copy of the same edition or, where appropriate, by an identical document from a newer edition. If replacement is not possible, the borrower shall compensate the school for the document at three times its current market value. Books and textbooks published outside Hungary cannot be replaced by another document; the borrower is responsible for arranging their replacement.

Rules Governing Library Borrowing and Use

- The school library lends materials only to teachers and students of the school. The collection, including electronic and computer-based documents, may be used on site by anyone who complies with the library rules.
- Reference-room books may not be borrowed. Subject teachers may borrow reference-room books for teaching purposes for the day or for the weekend, from Friday until Monday morning.
- When leaving the reading room, all books taken out must be presented individually, even if they are the user's own books or books borrowed from another source. During a subject lesson held in the library, the subject teacher is responsible for the protection of the library collection.
- The standard borrowing period is four weeks and cannot be extended. With the exception of textbooks and educational materials used throughout the academic year, such as books for advanced/elective courses, a student may have up to three books on loan, including compulsory reading.
- All documents belonging to the library collection, including textbooks, must be returned by every student by the last teaching day of the academic year without a separate reminder. This also applies to graduating classes. Books required for final examinations may be kept until the day following the relevant oral examination. Subject teachers may settle their library loans by the day before the end-of-year staff meeting.

- Anyone who has an outstanding loan from the previous academic year may not borrow additional materials until the outstanding items have been returned or otherwise settled.
- A damaged or lost book may be replaced with a copy from the same edition or with an identical book from a newer edition. If this is not possible, the borrower may be required to purchase a book specified by the librarian, the value of which may not exceed three times the current market value of the lost or damaged book.
- Summary exercise books and collections, including mathematics, chemistry and physics materials, as well as dictionaries, may be used in the reading room during afternoon opening hours. Dictionaries and exercise collections may be borrowed jointly by a group or class for the duration of a lesson. Dictionaries may also be borrowed individually for language examinations, including the language component of the final examinations for graduating classes.
- Library textbooks must be covered. After receiving a textbook, the user's name must be written on the first page in the following format: **academic year – name – class**.
- Dictionaries, collections of examples and other visual or teaching materials required for lessons may be borrowed from 8:00 a.m. until the end of the relevant lesson.
- The library's audiovisual equipment may only be operated by the librarian or the subject teacher conducting the lesson. Students may use the library computer to access the library's electronic collection. Copies may be made from documents in the school collection in accordance with applicable legislation. Such copies may only be used as educational materials.
- No one may remain in the library in the absence of the librarian or library assistant.
- During lessons held in the reading room, students may remain there only under the supervision of the subject teacher, and only the equipment necessary for the particular lesson may be taken into the room.
- Library use, both for students and teachers, is permitted during borrowing periods and during on-site reading-room use.

The rules governing the use of the library are displayed at the entrance to the library. Further information may be obtained from the librarian or the library assistant.

3.8 Emergency Situations and Bomb Threats

- In the event of an emergency, such as fire, a bomb threat or the presence of hazardous substances, students and other persons must be evacuated from the affected areas according to the evacuation routes displayed on the doors. The teacher must check the number of students present and report the incident to the Principal. Students shall remain in a safe location, such as the school courtyard or the area in front of the school, until further instructions are issued.
- In the event of a bomb threat, the person receiving the notification shall record the time of the call and the nature and content of the threat and shall immediately report the matter to the Principal. The Principal shall notify the police and take the necessary measures. If a school day is cancelled as a result of a bomb threat, the missed teaching day must be made up on a rest day or another designated day off.

3.9 Students' Liability for Damage

If a student causes damage to the institution, the Principal is required to investigate the circumstances of the incident, assess the extent of the damage and, where possible, identify the person responsible for causing the damage and the person responsible for the student's supervision.

If the investigation establishes that the damage was caused by a student of the secondary school, the student must be informed without delay. In the case of a minor student, the student's parent or legal guardian must also be informed without delay. At the same time, the parent or legal guardian shall be requested to compensate the institution for the damage caused.

The amount of compensation may not exceed, in the case of damage caused through negligence, 50% of the monthly amount of the minimum wage applicable on the date on which the damage occurred, as determined in accordance with the relevant regulations. In the case of intentional damage, the maximum amount may be 500% of the applicable monthly minimum wage.

If the request for compensation does not lead to a settlement, or if the parent, legal guardian or student does not acknowledge the fact or extent of the damage, the Principal may initiate legal proceedings against the student and/or the parent or legal guardian. Students of the secondary school are required to take proper care of the equipment and materials entrusted to them, their classrooms and related furnishings, as well as shared areas and facilities.

4. ORGANISATION OF EXTRACURRICULAR ACTIVITIES

The institution may offer the following organised extracurricular activities: clubs, sports clubs, supervised study sessions, student theatre, courses, remedial classes, academic and sports competitions, library activities, studio activities, cultural programmes (CSP), project-based activities (POLE), Erasmus+ exchange programmes, class trips, skills-development activities, and student council events.

The location and duration of weekly activities are determined by the Deputy Principal and recorded in the extracurricular timetable, together with the room allocation.

19. Clubs are organised according to students' interests and taking into account the possibilities provided by the school's teaching allocation. Registration for a club is valid for the entire school year. Participation and activity in clubs may be taken into consideration when assessing a student's diligence/work habits, as well as when awarding commendations and other forms of recognition.

20. The purpose of remedial classes is to develop basic skills and help students catch up with the curricular requirements. The times of remedial classes are determined by the timetable and the afternoon activity schedule.

21. Students may participate in competitions and calls for applications announced at institutional, district, city-wide and national level. Subject teachers may provide preparation and accompany students in cases of outstanding performance. For students who qualify for and participate in a national final, the school may reimburse competition and application entry fees upon the recommendation of the relevant professional subject group.

22. The school radio is supervised, when required, by the Principal or a person appointed by the Principal. In addition to official announcements, the Student Council may, after consultation with the teaching staff, edit and host the student radio programme.

23. Cultural-Social-Pastoral Care (CSP) Programmes: The institution organises study trips, theatre and museum visits, and other cultural programmes (known as CSP programmes) for students. Their main purpose, in accordance with the objectives of the school's Educational Programme, is to familiarise students with the cultural values of Hungary and Europe and to connect with the students' cultural backgrounds. **CSP programmes form an integral and compulsory part of the official educational programme; participation in them is mandatory.**

24. Project-Based Education (POLE – Project Oriented Learning Experience): The school places particular emphasis on project-based education. During the school year, students participate in designated subject-related projects, which they follow and monitor through the **AIMES** platform. The presentation of the POLE projects completed during the school year and participation in the annual **POLE Conference (June)** are conditions for student assessment and progression to the next year.

25. Erasmus+ and International Mobility Programmes: The school prepares and involves students in international exchange programmes (Salento, Ivancica, Plovdiv, Madrid, etc.). Participation in mobility programmes is subject to satisfactory academic performance and exemplary conduct. During their stay abroad, students' absence is officially recognised as an authorised school absence.

26. The school ensures freedom of religious practice for all students and employees. Religious education is provided, upon request, to the extent possible within the institution's resources.

5. THE TEACHING STAFF AND PROFESSIONAL SUBJECT GROUPS

5.1 The Teaching Staff of the Institution

Act CXC of 2011 on National Public Education sets out in detail the decision-making and other powers and responsibilities of the teaching staff.

5.2 Meetings of the Teaching Staff

During the school year, the teaching staff holds the following regular meetings:

- opening-of-the-school-year meeting,
- end-of-the-school-year meeting,
- mid-year and end-of-year grading meetings,
- educational staff meetings twice a year,
- weekly meetings incorporated into the timetable throughout the school year.

If one third of the members of the teaching staff, as well as the Principal or the school leadership, considers it necessary, an extraordinary meeting of the teaching staff may be convened to address and resolve issues affecting the institution.

Minutes or a written record of the matters discussed are prepared at meetings of the teaching staff.

5.3 Responsibilities Delegated by the Teaching Staff and the Institution's Permanent Committees

The teaching staff may establish the following committees by partially delegating its responsibilities:

- **examination committee**, whose members are appointed by the Principal;
- **disciplinary committee**, whose members are appointed by the Principal in cases involving either staff or student misconduct;
- **election committee**, whose members are appointed by the Principal;
- **admissions committee**, whose members are appointed by the Principal;
- **appeals committee**, whose members are appointed by the Principal.

5.4 Professional Subject Groups of Teachers

a) The following professional subject groups may operate within the institution, depending on the available resources, the progression of the relevant year groups, and the number of staff members:

- **Humanities and Languages Subject Group** (members: teachers of the relevant subjects),
- **Science and Mathematics Subject Group** (members: teachers of the relevant subjects),

- **Homeroom Teachers' Subject Group** (members: homeroom teachers).

The professional subject groups have the powers and responsibilities defined by the relevant legislation.

b) The responsibilities of the professional subject groups within their respective fields include:

- providing professional and methodological support for the work of the institution;
- participating in the internal development of the school's educational work, including curricular and methodological modernisation and the maintenance of AIMES modules;
- developing a consistent set of requirements, including the continuous assessment and evaluation of students' level of knowledge;
- announcing, organising and conducting academic competitions and calls for applications;
- planning the participation of subject group members in professional development and supporting their individual professional development;
- preparing students in lower year groups for the selection of subjects in which they will receive preparation for intermediate- and advanced-level school-leaving examinations;
- participating in the preparation of the allocation of teaching subjects and in determining teachers' assignments;
- making recommendations regarding the use of funds allocated in the budget for professional purposes;
- supporting early-career teachers in accordance with the provisions of the induction policy;
- electing the head of the subject group;
- assisting the subject group leader in preparing the annual work plan and the analyses and evaluations of the subject group's activities.

The professional subject group operates according to a one-year work plan prepared on the basis of the institution's Educational Programme, annual work plan and the proposals of the members of the subject group.

The work of the professional subject groups is coordinated by a subject group leader. The subject group leader is elected by the members of the group with the approval of the Principal. Subject group leaders perform their duties on the basis of their job descriptions.

5.5 Internal Monitoring of Educational Work

5.5.1 Procedures for the Internal Monitoring of Educational Work

The plan for the internal monitoring of educational work is defined in the annual work plan.

The purposes of internal monitoring of educational and teaching work are to:

- ensure that the school's educational work is conducted lawfully and in accordance with the relevant legislation, the National Core Curriculum, the framework curriculum and the school's Educational Programme;
- identify and communicate to the school leadership and employees any deviations from professional and legal requirements and standards, and prevent such deviations;
- contribute to the effectiveness and efficiency of educational and teaching work carried out within the institution;
- provide the school leadership with an appropriate amount of information about teachers' work performance;
- provide sufficient data and evidence for the preparation of internal and external evaluations relating to the institution's educational and teaching work.

Employees authorised to carry out internal monitoring of educational and teaching work:

- the Principal, throughout the institution;
- the Deputy Principal, in accordance with the relevant job description;
- subject group leaders and members of the subject groups, within their respective subject groups;
- a teacher appointed by the Principal, where the subject taught by the person being monitored is not represented in any subject group, or where the monitoring is carried out predominantly on professional grounds, within the scope specified in the appointment.

5.5.2 Rights and Responsibilities of the Employee Conducting the Internal Monitoring

The employee conducting the internal monitoring is entitled to:

- access documents and records related to the monitoring process, including eKréta entries and AIMES teaching modules, and make copies of them;
- observe the work of the employee being monitored after prior notification;
- request information, either orally or in writing, from the employee being monitored;
- enter any room of the school in connection with the monitoring process.

The employee conducting the internal monitoring is required to:

- act in accordance with the provisions of the relevant legislation and the school's internal regulations concerning the monitoring process;
- maintain the confidentiality of any official or confidential information obtained during the monitoring process;
- document the monitoring process in writing and submit the complete documentation to the Principal for safekeeping, and communicate the results orally to the employee being monitored, the Principal and the employee's direct supervisor;
- in the event that deficiencies are identified, repeat the monitoring process in accordance with the instructions of the Principal.

5.5.3 Rights and Responsibilities of the Employee Being Monitored

The employee being monitored is entitled to:

- be informed of the findings of the monitoring process and, upon request, receive them in writing;
- submit written comments regarding the method and findings of the monitoring process and forward them to the direct supervisor of the person conducting the monitoring.

The employee being monitored is required to:

- assist the employee conducting the monitoring and comply with requests related to the monitoring process;
- take immediate action to remedy any deficiencies or irregularities identified.

5.5.4 Key Monitoring Criteria for the Internal Monitoring of Educational and Teaching Work

- teachers' professional discipline, including the punctual and regular delivery of lessons and extracurricular activities;
- the quality of educational and teaching work during lessons and activities;
- preparation and planning for lessons and activities, including the uploading of digital teaching materials to AIMES;
- the structure and organisation of lessons and activities;
- the methods applied during lessons and activities;
- students' work and behaviour, as well as the teacher's personal conduct and behaviour during lessons and activities;
- the effectiveness of lessons and activities and the fulfilment of the requirements of the local curriculum;
- the accuracy of administrative work related to educational and teaching activities, including eKréta and AIMES;
- the order, cleanliness and decoration of classrooms;
- teacher-student relationships and respect for students' individual personalities;
- extracurricular educational work, the effectiveness of homeroom and group-leader activities, and community building.

Internal Monitoring Matrix

**What /
whom is
monitored?**

**Who
conducts
the
monitoring?**

**How often is
monitoring
carried out?**

**How is
monitoring
carried out?**

Professional educational work	Head of the institution, maintainer	Annually, continuously	In writing, orally
Work carried out on the basis of the local curriculum	Head of the institution, maintainer	Annually, continuously	In writing, orally
Major events (class, school, CSP, POLE)	Homeroom teacher, head of the institution, CSP Manager	As required by the event	Orally, before the class, school community or teaching staff
Conduct and diligence	Homeroom teacher together with the teachers teaching the class	As required, each semester	Orally, through grades
Has academic work been assessed?	Subject teacher, homeroom teacher, head of the institution	Continuously, at least once a month, at mid-year and at the end of the school year	Through grades and marks recorded in the student record, eKréta and the school report
Tests and assessment papers	Subject group leaders	As required	Orally, in writing

Schemes of work, work plans and AIMES modules	Head of the institution	Continuously throughout the school year	Orally, in writing
Condition and order of classrooms and specialist rooms	Teachers, head of the institution	Continuously	Orally, in writing
Educational administration (eKréta, AIMES)	Head of the institution	Continuously	Orally, in writing
Work of professional subject groups	Subject group leaders	Each semester	In writing, orally
Evaluation of teaching work	Head of the institution	Each semester	In writing
Fire safety and occupational health and safety	Head of the institution	Quarterly	Orally, in writing

Computers,
computer
systems and
the AIMS
system

System
administrator,
subject
teachers,
head of the
institution

Continuously

Orally, in
writing

6. OTHER COMMUNITIES OF THE INSTITUTION

6.1 The Parents' Community

The school considers parents to be partners in the educational process. This is particularly important in the case of an international school, as the family may sometimes be the child's only source of cultural and national identity. The school treats parents as partners who choose the institution while taking responsibility for their child and who understand that the school's Educational Programme is intended to provide a sound foundation for their child's future. Before choosing a school, prospective parents may obtain information not only through the school website but also in person and may visit the school. The school provides organised opportunities for this through open days and open lessons. In addition, the school is happy to provide parents with information and advice whenever requested. Support for families arriving from abroad and for parents who do not speak Hungarian is provided according to their needs.

The school provides parents with organised opportunities to cooperate with teachers and with one another.

Parents' Association (SZMK)

Each class is represented by one parent in the Parents' Association. The elected leadership consists of three members: the Chairperson and two members of the executive committee.

The SZMK meets with the school leadership three times a year to discuss current matters. The executive committee meets more frequently, as required, and expresses its views on various decisions.

The Deputy Principal is responsible for maintaining contact with the SZMK.

Parents' Meetings

Parents' meetings are held by the homeroom teachers twice a year – in September or October and in January. In exceptional cases, additional meetings may be convened at the initiative of the homeroom teacher, the school leadership or the parents.

Parent Consultation Hours

At the beginning of September, each teacher designates one weekly time slot as a parent consultation hour, which remains valid throughout the school year. At any other time, teachers and members of the school leadership are also available to parents by prior arrangement.

Communication

In order to maintain continuous communication, the school makes extensive use of the opportunities provided by the internet, including the school website, e-mail, the digital school register (eKréta) and the **AIMES** platform. The school website (www.avicenna.hu) provides continuous information in both Hungarian and English for parents, students and other interested parties. The school website and digital systems also provide opportunities for communication among parents and between parents and the school.

The language of communication with parents who do not speak Hungarian is English; where necessary, a native-language interpreter may also be provided.

6.2 Student Communities

6.2.1 The Student Council (SC)

The organisational and operational regulations of the SC are adopted by the student electorate and approved by the teaching staff. These regulations determine the way in which the Student Council exercises its decision-making, consent, proposal and consultation rights.

The SC is headed by an adult coordinator appointed by the head of the institution, namely the teacher supporting the Student Council.

The SC may use the institution's rooms and equipment free of charge for the performance of its duties.

The role of the SC is to represent students, protect their interests, and maintain contact with the school's teachers and leadership, as well as with the parents' organisation. The role and responsibilities of the SC are particularly important in a bilingual school that also welcomes international students, as it should provide a forum where language-related difficulties and cultural characteristics can be expressed from the students' perspective, thereby contributing to the achievement of the school's objectives.

The Student Council is elected by the students by secret ballot. The election of the SC takes place at the end of the school year. The student council election provides students with an opportunity to practise democracy. The Student Council represents students' interests and maintains contact with the Parents' Association. Participation in Student Council activities can provide students with valuable organisational experience and promote independence. The SC is also regarded as a space where students can develop their social skills and engage in informal language and cultural learning.

The Student Council has the right of consent in the following matters concerning students:

- in matters specified by law, when adopting or amending the school's organisational and operational regulations;
- when determining the principles governing the distribution of student social benefits;
- when deciding on the use of funds allocated for youth policy purposes;
- when adopting or amending the School Rules;
- when authorising a positive deviation from the maximum permitted class size;
- when preparing or amending the data management regulations;
- in other matters specified by law.

The Student Council has the right to express its opinion on the following matters concerning students:

- all matters affecting a larger community of students;
- the preparation and adoption of reports analysing and evaluating the situation of students;
- the announcement and organisation of student applications and competitions;
- determining the operating procedures of the school sports association;
- establishing the operating procedures of the library, sports facilities and computer laboratory;
- organising extracurricular activities;
- before the maintainer makes decisions concerning the termination, restructuring or change of the institution's duties, the determination or modification of its name or budget, or the appointment or dismissal of its head;
- the adoption of the institution's quality management programme;
- during disciplinary proceedings conducted against a student;
- in other matters specified by law.

Student Assembly

The Student Assembly must be organised at least twice a year, at the beginning and at the end of the school year. The meeting is organised jointly by the Principal and the Student Council. At the first Student Assembly, the new representatives of the Student Council are elected. At the second assembly, the Student Council and a representative of the institution report on the work and achievements of the previous school year, with particular attention to the situation of

student rights and their implementation. During the school year, an extraordinary Student Assembly may also be convened at the initiative of the Student Council or the Principal.

6.2.2 Class Communities

Students who attend the same year group and form a common learning group constitute a class community. Students in a class community attend the majority of their lessons and activities together according to the timetable.

As the smallest unit of the institution's Student Council, the class community elects the members of the class student committee and the class secretary, who is delegated as a representative to the institution's Student Council. Based on the opinion of the class, the class secretary appoints a deputy, who thereby also becomes a member of the Student Council. In this way, the class community determines its own student representation.

The class community is headed by the homeroom teacher as its teacher and educational leader.

The duties and responsibilities of the homeroom teacher include:

- Directing and organising the school life of the student community entrusted to them, having a significant educational influence, and addressing the individual concerns of the students in their care in a meaningful way. In order to promote a consistent set of values, the homeroom teacher coordinates the developmental and educational work of the teachers and monitors the educational activities taking place in the class.
- Developing a thorough and comprehensive understanding of the students in the class, including their personality traits, family and social circumstances, parental expectations and educational ambitions. The homeroom teacher assesses the sociometric characteristics of the class community and the values prevailing within the class.
- Planning educational work and the individual, differentiated development of students' personalities on the basis of the Educational Programme and within the homeroom teacher's annual plan.
- Preparing thoroughly for homeroom lessons and managing the planned tasks of the lessons flexibly, taking into account the students' interests and level of participation.
- Providing opportunities within the class community for students to practise democratic participation in community life and promoting the sharing of responsibilities. Supporting Student Council initiatives and student representation.
- Developing students' need for realistic self-assessment and, through age-appropriate situations, promoting independence and self-directed activity. By assigning responsibilities and following up on their completion, ensuring the preservation of classroom equipment, order and cleanliness.
- Ensuring access to social support and cooperating with colleagues experienced in child protection. Supporting students in making informed and successful career choices.
- Coordinating family and school education and cooperating with parents in the interests of the student by informing them about the child's behaviour, academic performance,

individual development, and any problems, commendations or disciplinary concerns that may arise.

- Cooperating with the teachers teaching the class, attending lessons and activities of the class, and discussing observations with the teachers concerned.
- Providing advice on effective learning methods and appropriate time management.
- Evaluating academic progress, conduct and diligence in the class together with the students at least once each semester.
- Holding parents' meetings and consultation hours according to the annual work plan. Presenting the Educational Programme, the School Rules and their educational principles.
- Representing the interests of the class before the teaching staff, assessing students' conduct and diligence, and making recommendations to the class conference.
- Accurately completing all homeroom administration duties and being responsible for the proper and up-to-date maintenance of the class register (eKréta), student records, school reports and other registers, as well as for providing statistical data accurately and by the required deadlines.
- Recording students' absences, monitoring the submission of supporting documentation and following up on the actual reasons for absences.

7. FORMS OF COMMUNICATION BETWEEN THE COMMUNITIES OF THE INSTITUTION

7.1 The School Leadership and the Teaching Staff

The school leadership informs teachers about current tasks at staff meetings, as well as through the notice board in the teachers' room and the institution's internal network.

Members of the school leadership are required to:

- inform the teachers under their supervision, following meetings of the school leadership, about the decisions and resolutions made at those meetings;
- communicate the questions, opinions and proposals of the teachers under their supervision to the school leadership.

Teachers may communicate their questions, opinions and proposals to the school leadership orally or in writing, individually or through their direct supervisor or elected representatives.

7.2 Cooperation between the School's Professional Subject Groups

The professional subject groups regularly consult with one another on educational matters, in order to ensure consistent student assessment and in relation to the allocation of teaching subjects. At the opening-of-the-school-year meeting, they inform the teaching staff about their annual work plans, and at the mid-year and end-of-year meetings, they report on the work completed.

They may jointly announce and submit applications for grants or other opportunities, coordinating their organisation. They plan and organise their competitions, events and POLE projects in consultation with one another and incorporate them into the school's annual work plan.

7.3 Teachers and Students

The Principal regularly informs students about the life of the school as a whole, the annual work plan and current tasks at meetings of the leadership of the Student Council and at the Student Assembly (at least once a year), as well as through designated notice boards and electronic systems (eKréta/AIMES). Homeroom teachers provide students with information during homeroom lessons.

Subject teachers must continuously inform students about their individual progress, both orally and in writing through eKréta.

Students may communicate their questions, opinions and proposals orally or in writing, individually or through their elected representatives or office-holders, to the school leadership, the teaching staff or the parents' organisation.

7.4 Forms of Communication with Parents

It is a legitimate expectation of parents to receive regular information and feedback about their child's academic progress and behaviour at school. Therefore, the school holds parents' meetings and parent consultation hours at predetermined times throughout the school year. The dates of these meetings are included in the annual programme calendar.

In accordance with the principles adopted in the Educational Programme and in order to ensure regular feedback, students may be assessed on the basis of at least three grades per semester in subjects taught for one or two lessons per week, and at least one grade per month in subjects taught for three or more lessons per week. Parents are required to maintain communication with the school through the official communication channels provided by the school, including eKréta and e-mail.

7.4.1 Parents' Meetings

At the parents' meeting held at the beginning of the school year, parents receive information from their child's homeroom teacher about the organisation and tasks of the school year.

At the beginning-of-the-year parents' meeting of newly formed class communities, the homeroom teacher introduces, verbally, all teachers teaching in the class.

Two parents' meetings are held for each class during the school year. If the homeroom teacher or the Parents' Association considers it necessary, an extraordinary parents' meeting may be convened. The dates of parents' meetings are specified annually in the school's annual work plan.

7.4.2 Parent Consultation Hours

All teachers hold parent consultation hours at the times specified in the annual work plan. If a parent or legal guardian wishes to meet with their child's teacher at a time other than the designated consultation hours, an appointment must be arranged with the teacher concerned by telephone or in writing. The dates of parent consultation hours are specified annually in the school's annual work plan.

The following forums are available for providing information about students' individual progress:

- parents' meetings;
- parent consultation hours;
- entries in the electronic school register (eKréta) and on the AIMES platform.

Parents may communicate their questions, opinions and proposals orally or in writing, individually or through their elected representatives or office-holders, to the school leadership or the teaching staff.

Parents and other interested parties may request information about the school's Educational Programme, quality management programme, Organisational and Operational Regulations (SZMSZ), School Rules and annual work plan from the Principal or Deputy Principal during the Principal's and Deputy Principal's consultation hours, as specified annually in the school's work plan.

The school's Educational Programme, quality management programme, Organisational and Operational Regulations (SZMSZ), School Rules and annual work plan are public documents and are available to all interested parties. They may be viewed on the school website and in the school library.

7.5 The Institution's External Relations

In order to ensure the proper performance of the school's duties, the school leadership maintains ongoing contact with the following institutions and organisations:

- the maintainer;
- the leadership of local educational institutions;
- educational support services and educational counselling services;
- international partners and Erasmus+ coordinating bodies.

Regular forms of communication include:

- written and electronic correspondence;
- personal or telephone discussions;
- staff meetings and group discussions;
- individual support and consultation meetings;
- presentations and information sessions;
- the conclusion of cooperation agreements and contracts.

The Principal is responsible for organising and managing professional and institutional relations. In the interests of effective educational and teaching work, the school maintains regular working relationships with the sports clubs and associations of students who attend the sports-oriented group. The Principal is responsible for these relationships.

In order to protect the health of students, the school leadership maintains regular contact with the school doctor and school nurse providing school health services. With their assistance, the school organises medical and dental screenings for students. Occupational health examinations for employees are provided in accordance with the relevant legislation.

In accordance with Section 39 (4) of the Public Education Act, political parties or social organisations affiliated with political parties may not operate within the institution.

The institution is represented in its external relations by the head of the institution. Depending on the nature of the external relationship, the head of the institution may share or delegate this responsibility to direct colleagues or other persons on an ad hoc or permanent basis.

Unless otherwise agreed between the educational institution and the student, the educational institution, as the student's legal successor, acquires ownership of any item that comes into its possession and that has been produced by the student in connection with the fulfilment of an obligation arising from the student's legal relationship with the institution, provided that the educational institution supplied the material and other conditions necessary for its production. In other respects, the provisions of Section 12 of Act LXXIX of 1993 on Public Education shall apply to such items and intellectual creations. In the case of an item regularly produced as part of the educational process and within the framework of education, the appropriate remuneration shall be determined from the profit or other proceeds attributable to the activities performed by all participants in the full training process. The contribution of individual students shall be taken into account in proportion to the time spent producing the item, as recorded in the work log maintained for its production.

8. PRESERVING INSTITUTIONAL TRADITIONS

All students of the secondary school should be familiarised with the history of the school, the life of its namesake, and the city in which they pursue their studies.

Students regularly participate in the organisation and implementation of state and city celebrations, commemorative events and school ceremonies under the guidance of their homeroom teacher or subject teacher.

Ceremonial events: Opening Ceremony of the School Year, 6 October (Memorial Day for the Martyrs of Arad), 23 October, 15 March, Ribbon Ceremony, Graduation/Farewell Ceremony, Memorial Day for the Victims of Communism, Holocaust Memorial Day, 4 June (Day of National Cohesion), Closing Ceremony of the School Year.

Traditional student events and project periods: Freshers' Initiation (Year 9), Halloween, Career Orientation Day / Educatio Exhibition, Christmas Fair and Celebration, Joint Ice Skating in Városliget, Lunar New Year, Nowruz (Spring Festival), Valentine's Day, Money7 Financial Awareness Week, Sustainability Project Week, Digital Project Week, International Students Day, POLE Conference.

9. REGULAR HEALTH SUPERVISION AND CARE OF STUDENTS, CHILD AND YOUTH PROTECTION

27. It is the responsibility of the employees of the institution to prevent accidents involving students and children and, in the event of an accident, to comply with the applicable regulations.

28. One of the basic responsibilities of every employee of the school is to provide students with the knowledge necessary to protect their health and physical safety and, if they become aware that a student has suffered an accident or that there is a risk of an accident, to take the necessary measures.

29. The responsibilities of school employees in relation to the prevention of accidents involving students and children:

- **a)** Every employee must be familiar with and comply with the provisions of the Occupational Health and Safety Regulations, the Fire Safety Regulations and the Fire Emergency Plan attached to them.

- **b)** In accordance with the school's local curriculum, every subject must include the teaching of knowledge, safety regulations and forms of behaviour related to the protection of students' safety and physical well-being.
- **c)** During lessons and extracurricular activities, as well as during the periods specified in the duty roster, teachers are required to continuously supervise the activities of the students entrusted to them, maintain order and ensure that students comply with accident-prevention regulations.
- **d)** During homeroom lessons, the homeroom teacher must inform students about the regulations concerning the protection of their health and physical safety, the potential sources of danger associated with individual activities, and prohibited and expected forms of behaviour. Homeroom teachers must address accident-prevention rules in the following situations:
 - at the beginning of the school year, during the first homeroom lesson, when students must be informed about traffic regulations applicable in the area surrounding the school and accident-prevention requirements;
 - regarding the actions required in the event of an emergency (accident, fire alarm, bomb threat, natural disaster, etc.), including evacuation routes and evacuation procedures;
 - regarding students' responsibilities in connection with the prevention of accidents;
 - before class trips, excursions and CSP programmes, following emergency events, and at the end of the school year, students must be informed about the risks of accidents associated with summer activities.
- **e)** Before every practical or technical activity, as well as before lessons or programmes held outside the school, teachers must inform students about potential sources of danger, mandatory rules of behaviour and the conduct to be followed in the event of an emergency.
- **f)** The subject and date of the occupational safety information provided to students must be recorded in the school register. The teacher must verify through questioning that students have acquired the necessary knowledge, and students must confirm this by signing the relevant record.
- **g)** The accident-prevention responsibilities of teachers conducting lessons with an increased risk of accidents, such as physical education, physics, chemistry and IT, are specified in detail in their job descriptions.
- **h)** The Principal regularly checks the material conditions required for healthy and safe working conditions as part of occupational health and safety inspections. The dates of these inspections during the school year, the inspection procedures and the employees involved in the inspections are specified in the Occupational Health and Safety Regulations.
- **i)** The Fire Emergency Plan must specify:
 - the methods of signalling an emergency;
 - the procedure for alerting employees and students;

- the duties of employees in the event of an emergency, including evacuation, rescue, maintaining order, notifying the relevant emergency services (police, fire service), preparing for their arrival and operating safety equipment;
- the site plan of the school;
- floor plans of the buildings, including evacuation routes, water sources, rooms and hazardous areas with the relevant fire-risk classifications indicated, as well as the main shut-off points of utility systems.

30. The responsibilities of school employees in the event of a student accident:

- **a)** In the event of any accident or injury involving a student, the teacher responsible for supervising the students must immediately take the following measures:
 - provide first aid to the injured student and, if necessary, call a doctor;
 - eliminate, to the extent reasonably possible, the source of danger that caused the accident or injury;
 - immediately report every student accident, injury or illness requiring medical attention to the Principal.
- Other teachers present at the scene of the student accident must also participate in carrying out these tasks.
- **b)** An employee providing first aid to an injured student may only perform procedures within the limits of their competence. If the employee is uncertain about what should be done in the particular situation, they must call a doctor and wait for medical assistance before taking further action.
- **c)** Every accident or injury occurring at the school must be investigated by the Principal. The investigation must establish the causes of the accident and determine how the accident could have been prevented. As a result of the investigation, the measures necessary to prevent similar accidents must be identified and implemented.
- **d)** The school's responsibilities in relation to student accidents, in accordance with the relevant higher-level legislation, include:
 - recording student accidents on the prescribed form;
 - investigating without delay any student accident resulting in an injury requiring more than three days to heal and preparing an official report on the accident using the prescribed form. One copy of the report must be sent to the maintainer, and one copy must be provided to the student (or, in the case of a minor student, to the parent). The school shall retain one copy of the report;
 - in the event of a serious accident, the head of the institution must immediately report it to the school's maintainer and to the competent county-level occupational health and safety authority. A person with at least an intermediate-level professional qualification in occupational health and safety must be involved in the investigation of a serious accident;
 - upon request, the school shall provide an opportunity for a representative of the parents' organisation and the school Student Council to participate in the investigation of student accidents.

31. The detailed local rules concerning the provision of healthy and safe conditions for educational and teaching work at the school and the prevention of student accidents are set out in the Occupational Health and Safety Regulations.

32. Regular health supervision of students:

33. In order to ensure the regular health supervision and care of students, the maintainer of the institution enters into an agreement with the head of a healthcare institution. The agreement must ensure:

- the provision of school doctor consultations at the school once a week, at a time specified for each school year;
- the annual monitoring and screening of students' health in the following areas: dental examination, general medical/internal medicine examination, and ophthalmological examination;
- general medical examinations for students who are preparing to continue their education or make decisions regarding their future career;
- an annual hygiene and cleanliness screening of students carried out by the district school nurse;
- during screening examinations, the school provides teacher supervision.

Smoking is prohibited throughout the institution, including the school grounds, the area within a 20-metre radius of the main entrance and the school car park, for students, employees and visitors to the institution. Smoking and the consumption of products harmful to health are prohibited both within the institution and at school events held outside the school. Persons who, in the judgement of a member of staff on duty at the school or at a school event, are under the influence of substances harmful to health, including alcohol or drugs, will not be permitted to enter the school or attend school events held outside the school. In the case of a student, if the absence is considered an absence from school, it shall be recorded as an unexcused absence.

In the event of emergencies, the following measures are implemented in accordance with Section 4 (1) point n) of Decree 20/2012 (VIII. 31.) of the Ministry of Human Resources (EMMI):

In order to prevent emergencies, the head of the school and the school secretary must, as necessary, and the school cleaning staff in the course of their daily duties, check whether any suspicious object, object suggesting a bomb, or unusual phenomenon is present in the building. If they notice any irregularity during their inspection, they must immediately report it personally or by telephone to the relevant authorities or persons responsible.

10. PRINCIPLES AND FORMS OF STUDENT DISCIPLINE AND THE

PROCEDURE FOR DISCIPLINARY PROCEEDINGS

10.1 Disciplinary Measures

If a student breaches their obligations to a minor extent, a disciplinary measure may be applied. The disciplinary measures are set out in the School Rules. Disciplinary measures must be recorded in the electronic student register (eKréta). A disciplinary measure may be initiated by any member of the institution's staff, a student, the student's parent, or any school community. The class teacher is primarily responsible for clarifying the situation. In more serious cases, based on the recommendation of the class teacher, the head of the institution decides whether the matter should be handled at headteacher or class-teacher level, or whether formal disciplinary proceedings should be initiated.

Disciplinary proceedings must be initiated if the disciplinary measures have not achieved their purpose or in cases of a serious breach of obligations. Disciplinary measures must be taken into consideration when assessing a student's conduct and diligence. If a student seriously breaches their obligations, the disciplinary procedure must be conducted in accordance with the Act on National Public Education and the relevant ministerial decree. The disciplinary procedure may be preceded by a reconciliation procedure.

10.2 Disciplinary Proceedings

The following detailed rules shall apply to disciplinary proceedings conducted against a student:

- The disciplinary procedure shall be initiated within 30 days of the breach of obligation committed by the student, except where the fact of the breach does not become known immediately. In such cases, the deadline for initiating the disciplinary procedure shall be the 30th day following the date on which information concerning the breach of obligation was obtained.
- The student and their parent must be notified in writing of the initiation of the disciplinary procedure, specifying the breach of obligation attributed to the student, in such a way that the written notification is received at least 8 days before the disciplinary hearing. The notification must state the date and place of the disciplinary hearing and must also inform the student and the parent that the hearing may be held even if the student or parent fails to appear despite having been duly invited again.
- The disciplinary hearing shall be public; however, the person exercising disciplinary authority may restrict public access.
- During the disciplinary procedure, the Student Council is entitled to express its opinion. At the beginning of the disciplinary procedure, the student concerned and their parent

must be informed in a personal meeting about the breach of obligation committed, the initiation of the disciplinary procedure, and its possible outcomes.

- A fundamental principle of the disciplinary procedure is that the human dignity and personal rights of all persons concerned must be respected.
- During the disciplinary hearing, the equality of the parties participating in the hearing must be ensured. The right of defence, the presumption of innocence, the equal opportunity of the parties to express their views and take a position, the right to personal presence, the right to representation, the right to have full access to data and documents, and the right to inspect the case file must not be infringed.
- A disciplinary committee consisting of at least three members shall be appointed by the teaching staff. The decision of the teaching staff in this regard must be recorded in the minutes. The chairperson of the disciplinary committee shall be appointed by the head of the institution.
- Written minutes shall be taken of the disciplinary hearing and the evidentiary procedure. The minutes must be prepared within three working days following the hearing and submitted to the head of the institution, the members of the disciplinary committee, and the student and their parent concerned in the disciplinary procedure.
- The minutes of the disciplinary hearing must be attached to the documents relating to the disciplinary procedure, and the file must be placed in the school's archives.
- Following the disciplinary hearing, the date of the teaching staff meeting aimed at adopting the first-instance decision shall be scheduled as soon as possible. The disciplinary sanction shall be imposed by the teaching staff.
- In order to ensure that the documents relating to the disciplinary procedure remain together, all documents shall be registered under a single filing number, followed by the serial number of the individual document within the file, separated by a slash.

11. PAYMENT AND REFUND OF FEES AND TUITION FEES

The educational activities provided by the institution in return for a fee shall be determined annually in the institution's annual work plan.

12. ADMISSION TO THE SECONDARY SCHOOL

12.1 Conditions for Establishing Student Status

In accordance with the structure of secondary school education, students who have successfully completed the eighth grade of primary school may enrol in the secondary school. Student status under an individual study arrangement may be established in accordance with the provisions of the Act on National Public Education. Student status is established on the date of enrolment.

12.2 Admission Requirements and International Programmes

Students are admitted through the school's own admission procedure. Admission is based on the student's final results from Grade 7, the mid-year results from Grade 8, and their performance in the oral interview.

Prior knowledge of English is not a requirement for applying to the preparatory year with intensive language instruction.

In addition to the Hungarian–English bilingual programme, the school also operates international programmes, such as the **Ontario Secondary School Diploma (OSSD)** programme and the **British A-Levels** programme. In the case of these programmes, in addition to the school's local admission requirements, the specific entry requirements of the respective international programme also apply.

The school also admits new students during the school year. In such cases, the student transfers to our school from another institution. During the admission procedure, the student's previous certificates and grades, as well as their performance in the oral interview, are taken into consideration.

For students admitted in this way, class placement takes place following language placement tests, taking into account the language entry requirements of the respective grade levels. These requirements, in accordance with the recommendations issued by the Council of Europe, are as follows for English as the target language and Hungarian as a foreign language:

- **Grade 9:** B1
- **Grade 10:** B2
- **Grade 11:** B2
- **Grade 12:** B2
- **Hungarian as a foreign language:** A2, with the basic examination requirement to be completed by the end of Grade 11 at the latest.

12.3 Ranking of Applicants with the Same Admission Result

If applicants achieve the same admission score, preference shall be given to applicants in the following order:

- consideration of disadvantaged or multiply disadvantaged status;
- consideration of the overall academic average at the end of the first semester of Grade 8;
- consideration of the overall academic average at the end of Grade 7.

If the applicants remain equal after these criteria have been applied, the final ranking shall be determined by drawing lots.

12.4 Transfer Regulations

Transfer to Grade 9

Students transferring from other schools may be admitted to Grade 9 if they:

- hold a valid certificate confirming successful completion of Grade 8;
- meet the current admission requirements;
- have previously studied either in a Hungarian–English bilingual secondary school programme or in another type of secondary school programme and, in the latter case, can demonstrate through an individual assessment that they have an adequate level of English language proficiency and vocabulary;
- have studied the same subjects, or, in the case of subjects not previously studied or studied for a significantly lower number of lessons, take the required classification or differential examinations within the prescribed deadline.

Transfer to Higher Grades

Students transferring from other schools may be admitted to higher grades (Grades 9, 10, 11 and 12) if they:

- have previously studied either in a Hungarian–English bilingual secondary school programme or in another type of secondary school programme and, in the latter case, can demonstrate through an individual assessment that they have an adequate level of English language proficiency and vocabulary;
- hold a valid certificate confirming completion of the previous secondary school grade and have studied the same subjects, or, in the case of subjects not previously studied or studied for a significantly lower number of lessons, take the required differential examinations within the prescribed deadline.

13. THE SYSTEM OF TEXTBOOK PROVISION AND DIGITAL LEARNING MATERIALS

The Principal of the School is responsible for organising the provision of textbooks and access to digital learning materials. The cost of textbooks and digital learning modules is included in the tuition and other fees.

Students access a significant part of the learning materials through the **AIMES** digital educational platform. Students are obliged to use and take proper care of their printed textbooks. The replacement of damaged or lost textbooks is the responsibility of the student; the applicable fee provides only one copy of each textbook.

The selection of textbooks and digital learning modules is the responsibility of the subject teachers and subject departments and is carried out on the basis of the current National Core Curriculum and the requirements of the international educational programmes.

14. PUBLIC ACCESS TO THE BASIC DOCUMENTS

The institution keeps its Educational Programme, Organizational and Operational Regulations and House Rules in the school library, where the above-mentioned documents are available to anyone interested during opening hours. The listed documents are also made available on the school's website.

When determining the rules governing the placement of the documents, the School Board (or, if no School Board operates, the school parents' organization) and the Student Council shall have the right of consent.

Oral information concerning the Organizational and Operational Regulations, the school's Educational Programme and the secondary school's House Rules may be requested during working hours from the Principal or the Deputy Principal, and, with regard to the House Rules, from the head of the class-teacher working community and the class teacher. The time of the oral consultation must be agreed in advance in every case.

In other cases, the person requesting information must wait until the person responsible for providing the information has completed his or her work duties, in order to ensure that teaching lessons are not disturbed.

Amendments to these Organizational and Operational Regulations may only be made with the approval of the teaching staff, the consent of the communities indicated above, and the approval of the maintainer. The provisions necessary for the effective and efficient operation of the institution are set out in separate internal regulations and supplemented by instructions issued by the Principal.

ANNEX 1: JOB DESCRIPTION OF THE PRINCIPAL

I. CONTENT OF THE POSITION

1.1 Duties of the Head of Institution:

- The framework and content of the Head of Institution's professional duties are defined by Act CXC of 2011 on National Public Education, as well as by the institution's Educational Programme, Organizational and Operational Regulations, House Rules, other internal regulations, the school's annual work plan and the resolutions of the teaching staff.
- The Head of Institution is the single-person responsible leader of the public education institution and is responsible for his/her own activities and for compliance with the law within his/her area of responsibility. The Head of Institution is obliged to be familiar with and apply, on an up-to-date basis, the legislation applicable to the institution and its leader, to implement the instructions of the maintainer, and to apply other internal regulations.
- The Head of Institution represents the institution and is responsible for its professional and lawful operation.
- The Head of Institution ensures the flow of information between the maintainer and the institution.
- In the course of his/her work, the Head of Institution ensures compliance with the principles of equal treatment and equal opportunities.
- The Head of Institution manages the institution and ensures the personnel, organisational and regulatory conditions necessary for its operation. With regard to the provision of the material conditions, the Head of Institution has an obligation to notify the maintainer.
- The Head of Institution carries out the tasks determined by the maintainer and participates in the preparation of decisions.
- The Head of Institution performs his/her duties within the prescribed deadlines.

1.2 Responsible for:

- the lawful handling of official documents generated in the course of work, the handling of applications and other documents submitted through the institutional interfaces of Poszeidon and KRÉTA e-Administration, and the preparation and/or adoption of decisions in the relevant matters,
- the up-to-date and compliant operation of the KRÉTA electronic class register and the AIMES platform,
- the compliance and accuracy of subject allocations and their uploading within the prescribed deadlines,
- compliance with and enforcement of legislation and regulations related to employment,
- the preservation and maintenance of the condition of the building,
- taking the necessary immediate measures and making the necessary notifications to the maintainer in the event of accidents or life-threatening defects,
- measures protecting the physical safety of students and staff and compliance with the provisions of the fire safety and occupational safety regulations,
- the professional operation of the institution,
- ensuring appropriate, high-quality educational and professional work as defined in the institution's basic documents,
- assets handed over for use, inventory and disposal of assets,
- compliance with and enforcement of work discipline,
- the proper use, protection and preservation of the institution's movable and immovable property and equipment,
- monitoring and certifying the professional implementation and completion of the projects operated by the institution (POLE, Erasmus+, CSP),
- the prompt and accurate compliance with and enforcement of the rules applicable to any officially declared state of emergency.

1.3 Professional Work:

The Head of Institution performs his/her professional leadership duties in accordance with the requirements of sectoral legislation as follows:

- Prepares and organises the development of the school's Educational Programme, prepares or has the draft programme prepared, submits it to the teaching staff for decision, and, while ensuring the right of the parents' and students' organisations to express their opinions, has it adopted by the teaching staff. Approves the institution's Educational Programme. If the implementation of the provisions of the Educational Programme requires additional expenditure, the consent of the maintainer shall also be requested.
- Prepares and updates, or has prepared, the institution's Organizational and Operational Regulations (SZMSZ). Prepares the House Rules and internal regulations, ensures that they are submitted for consultation and adoption to the forums entitled to do so in accordance with the applicable requirements, and ensures that appropriate information is provided concerning them. The maintainer shall be informed of every change; if their implementation requires additional expenditure, the consent of the maintainer shall also be requested.
- Ensures that the most important central and school documents are introduced to the relevant members of the school community and made publicly available.
- Following consultation with the maintainer, prepares the subject allocation plan and uploads it to the KRÉTA platform within the prescribed deadline; all changes to the subject allocation plan shall be reported to the maintainer.
- Prepares the annual work plan, the annual report and proposals concerning the local organisation of the school year, discusses them with the teaching staff and has them adopted.
- Ensures that teachers' working hours are scheduled in accordance with their job descriptions and applicable legislation, and that the tasks specified in the timetable and annual work plan are carried out and kept up to date in the relevant records.
- Approves the teachers' planning work based on the proposals of the heads of subject departments.
- Organises meetings of the teaching staff, ensures the appropriate preparation of staff decisions and the flow of information within the institution.
- Supports teachers' planned and continuous professional self-development.
- Ensures the completion of teachers' compulsory professional development in accordance with the professional development programme and the enrolment plan.
- Ensures the democratic rights of the school's student and adult communities and the parents' working community.
- Publishes, with the approval of the maintainer, information on the subjects that may be selected by students.

- Organises and supervises the provision of school textbooks and access to digital learning materials.
- Monitors the development of the quality and effectiveness of educational and teaching work.
- Ensures and organises regular health examinations for students.
- Ensures the appropriate conditions required for national assessments.
- Organises examinations during the course of studies, preliminary school-leaving examinations and final examinations.
- Organises the school's administrative work in accordance with the legislation in force at any given time.
- Responds within the official administrative deadline to requests received concerning students, teachers and employees.
- Ensures the fulfilment of data-reporting obligations.
- Performs tasks related to data processing and data protection in accordance with legislation.
- Ensures the preparation of the records management plan for the proper handling of documents, and orders and supervises the disposal of documents.
- Monitors application, competition and training opportunities.
- Performs tasks related to the establishment and termination of student status.
- Evaluates the institution's educational and teaching work every semester, presents the evaluation to the teaching staff and forwards it to the maintainer.

1.4 Exercise of Employer's Rights:

Within the powers delegated by the maintainer, the Head of Institution responsibly exercises employer's rights over employees of the institution in the following matters:

- taking measures to establish a fixed-term employment relationship for replacement purposes within the institution,
- issuing job descriptions, determining working arrangements differing from the general working schedule, and approving and granting leave.

Except for the delegated powers, the Head of Institution may delegate his/her specified duties in accordance with the provisions of the institution's Organizational and Operational Regulations.

II. TASKS RELATED TO RESOURCE MANAGEMENT

- Ensures adequate staffing by subject specialisation.
- Ensures the appointment of heads of subject departments, class teachers, the Erasmus coordinator, the CSP manager and the teacher supporting the Student Council.
- Manages and supervises the personnel documents and records of employees working at the institution.
- Cooperates with the representative of the occupational health service and the organisation responsible for fire and occupational safety tasks designated by the maintainer, and acts in accordance with the guidance provided by them.
- Is bound by confidentiality with regard to all activities performed within his/her area of responsibility.
- Ensures compliance with work discipline and the law.

III. MAINTAINS CONTACT WITH:

- the maintainer,
- the Government Office,
- the Educational Authority,
- the Capital City Pedagogical Educational Service and expert committees,
- international educational partners.

ANNEX 2: JOB DESCRIPTION OF THE DEPUTY PRINCIPAL

- **PURPOSE:** As an appointed responsible member of the school leadership, assists the Head of Institution in performing his/her duties, directly manages the work of his/her subordinates, and participates in the planning, management and supervision of institutional activities and in the evaluation of employees.
- **DIRECT SUPERVISOR:** Head of Institution.
- **REGULATIONS GOVERNING EMPLOYMENT:**

34. Act I of [year] on the Labour Code (Mt.)

35. Act LXXXVI of [year] on transitional provisions and amendments related to the entry into force of Act I of 2012 on the Labour Code

36. Act CXC of [year] on National Public Education (NKT)

· Government Decree 229/2012. (VIII. 28.) on the implementation of the Act on National Public Education

37. Act XCIII of [year] on Occupational Safety

· Government Decree 326/2013. (VIII. 30.) on the implementation in public education institutions of the career advancement system for teachers and Act XXXIII of 1992 on the legal status of public employees

· Decree 20/2012. (VIII. 31.) of the Ministry of Human Capacities on the operation of educational and teaching institutions and the use of the names of public education institutions

· The institution's Organizational and Operational Regulations and instructions issued by the Head of Institution.

DUTIES / SCOPE OF RESPONSIBILITIES IN DETAIL:

· Ensures that legislation and internal regulations are made known and ensures compliance with their provisions.

· Participates in the development and amendment of the Educational Programme and in the preparation of the annual work plan and subject allocation plan.

· Supervises the implementation of the Principal's requirements and guidelines.

· Prepares the teachers' professional development programme, the teachers' replacement and duty roster, certifies the performance of duties and overtime, and prepares working-time accounting records.

· Organises, manages and supervises teaching, administrative and other work activities.

· Directly manages and provides professional guidance to teachers and other subordinates in carrying out their duties professionally, and supervises the implementation of the tasks of the responsible persons and appointed staff members under his/her direction.

· Supervises the management of the electronic class register (eKréta), the AIMES digital modules, student records, certificates and other official documents, and the accurate keeping of minutes.

· Performs tasks related to compulsory community service.

- Organises internal and external professional development programmes and professional exchanges of experience for teachers.
- Compiles statistical and educational administration records.
- Organises and coordinates the intermediate-level school-leaving examinations, mock examinations, the POLE Conference and academic competitions.
- Supervises work discipline, quality assurance, replacements, economical use of materials and asset protection. Conducts lesson observations and assessments.
- Actively participates in management and other meetings and takes measures concerning the resolution of problems arising at such meetings.
- Reports to the teaching staff on the operation of the secondary school, including both outstanding results and deficiencies.
- Regularly reports to the Principal on the operation and experiences of the institution; significant problems are reported to the Principal together with specific proposals for solutions.
- Develops his/her professional knowledge through further training in order to acquire the most up-to-date knowledge.
- Communicates his/her observations from supervisory activities and proposals concerning disciplinary action or recognition to the Principal.
- Provides data by the prescribed deadline for the preparation of institutional statistics.
- Performs management duty in accordance with the instructions of the Principal. During such duty, he/she is required to remain in the Deputy Principal's office. In the event of an unavoidable absence, he/she arranges for a replacement.
- Performs all other work tasks assigned by the Principal.

HEALTH REQUIREMENTS:

Every public employee is required to undergo an occupational fitness examination in accordance with the procedure prescribed by law.

AUTHORITY AND SCOPE OF POWERS:

Exercises the powers of the Deputy Head of Institution; his/her authority extends to the entire operation of the institution.

WORK-RELATED CONTACTS:

Maintains working relationships with parents, representatives of the maintainer, representatives of the operating organisation, partner institutions, service providers, official and social organisations. Represents the Principal on behalf of the institution on an ad hoc basis.

SCOPE OF RESPONSIBILITY

His/her responsibility extends to his/her entire scope of duties and activities. In the performance of his/her duties, he/she bears personal responsibility to the Head of Institution.

Responsible for:

- the implementation of the Educational Programme and the work of teachers and other employees,
- giving priority to the interests of children and ensuring equal treatment,
- the proper organisation, quality and smooth implementation of academic competitions, staff meetings and professional development days,
- the organisation and conduct of examinations (admission, classification, differential, school-leaving, mock school-leaving examinations, etc.), academic competitions and other competitions,
- healthy and safe working conditions and employees' work discipline,
- fair and humane administration and decision-making,
- the organisation of replacements and duty supervision.

Liable for:

- failure to perform or incomplete performance of his/her job duties,
- carrying out the instructions of the Head of Institution in a manner differing from the required manner,
- violation of legislation, workplace discipline and the duty of trust, as well as the rights of colleagues and children,
- endangering property security and hygiene.

ANNEX 3: JOB DESCRIPTION OF THE HEAD OF SUBJECT DEPARTMENT

DUTIES OF THE HEAD OF SUBJECT DEPARTMENT:

In order to develop the institution's professional work and effective educational operation, the following tasks shall be performed responsibly:

- Participates in the implementation of the institution's Educational Programme.
- Participates in the development, evaluation and supervision of the annual work plan.
- Directs the activities of the subject department and is responsible for its professional work and for the quality of subject teaching.
- Develops the content of subject teaching, improves methodological procedures and supervises the quality of the **AIMES** modules belonging to the subject.
- Summarises and evaluates the work of the subject department for the entire school year at the semester and end-of-year staff meetings.
- Holds methodological and subject-specific meetings.
- Organises demonstration lessons.
- Organises applications, academic competitions and POLE projects within the subject group.
- Strives to establish a uniform system of requirements and, on this basis, assesses and evaluates the students' level of knowledge and skills.
- Supports the professional development of members of the subject department.
- Supports the work of newly qualified teachers working in the subject department.
- Recommends the lesson plans and activity plans of members of the subject department for approval.
- Observes lessons taught by members of the subject department and discusses the observations with them.
- Monitors the technical equipment available for the subjects under his/her professional supervision and makes proposals for development.

- Represents the interests of members of the subject department before the school leadership and subject advisers and informs members of the subject department about institutional decisions.
- Reports in writing to the Principal on his/her work every semester.

CLOSING PROVISION

The institution's Organizational and Operational Regulations were approved by the teaching staff with effect from **28 August 2026**.

Budapest, 28 August 2026.

DECLARATION

I, the undersigned, Dr. MirzaHosseini Shahrokh, Head of Institution of Avicenna International College Hungarian-English Bilingual Secondary School, hereby declare that no School Board operates at the institution.

Budapest, 28 August 2026.

DECLARATION

On behalf of the Employee Community of Avicenna International College Hungarian-English Bilingual Secondary School, I hereby certify by my signature that we exercised our right to express our opinion concerning the adoption of the Organizational and Operational Regulations. The Employee Community discussed the amendments to the Organizational and Operational Regulations.

Budapest, 28 August 2026.

