

# **REGULATIONS OF THE INTERNATIONAL SCHOOL**



Update: September 2020

These Regulations define the functioning of our School, contain important norms and define the rights, obligations, rules, and duties of Students, Parents, and Teachers.

## **REGULATIONS FOR THE STUDENTS OF THE INTERNATIONAL SCHOOL**

### **STUDENT'S RIGHTS**

- 1.** A Student has the right to preserve and protect own privacy as well as to gain respect for own opinions and dignity. Especially, the Student cannot be discriminated against because of the origin, race, nationality, or health condition.
- 2.** The Student has the right to express respecting the rules of good manners and ethics, provided that it does not offend or violate the rights and feelings of others, and it does not violate the law, social standards, good mores or the School rules.
- 3.** The Student has the right to comprehensive development of own interests through:
  - participation in various activities organized by the School appropriate for their age, e.g. field trips, additional activities, clubs
  - initiation and organization of own activities or voluntary services at School with the Principal's approval
  - work in favor of the Student Council, if issued.
- 4.** The Student has the right to an assessment of own knowledge and to become acquainted with clear grading criteria. Grading includes: an obtained knowledge, improvement in a particular field, effort put into learning, systematic work, punctual fulfillment of duties, interest in the subject, active class participation, and development of the taught skills.  
When evaluating a Student with specific learning difficulties, the teacher takes into account recommendations from the opinion issued by the psychology-pedagogy counseling.
- 5.** The Student has the right to obtain assistance in conflict situations from the homeroom teacher, other teachers and School team members, and further from the Principal.
- 6.** The Student has the right to be unprepared for the lesson. The rules of informing a teacher about the Student's lack of preparation for the lesson are specified in the Internal Grading System (IGS) and the Subject Grading System (SGS)
- 7.** The Student has the right to become acquainted with the topic and the scope of the test which are precisely specified at least two weeks in advance.

## **STUDENT DUTIES**

- 1.** The primary duty of a Student is learning through consistent and punctual participation in obligatory School activities, including trips. The Student is expected to participate actively in the lessons, to respect the work of other Students, teachers and not to disrupt lessons in any way.
- 2.** The Student is required to behave honestly and honorably, to show respect to others, both adults and other Students.
- 3.** The Student is required to behave properly during School ceremonies organized either on the School's premises or outside.
- 4.** The Student is required to comply with the principles of culture of living with people, including culture of a word. The student must not, in any form, propagate the views exhorting to hatred and intolerance or the views which would aim at violation of dignity of other people.
- 5.** The Student is required to care for the School building and its surrounding, for tidiness of the School rooms, their equipment, and especially for own classroom.
- 6.** The Student is responsible for own health and safety as well as health and safety of the others.
- 7.** Possession, use, and distribution of alcohol, cigarettes and drugs is strictly forbidden.
- 8.** The Student is required to care for common property as well as for the classroom and School decorations. The Students are expected to report any damages to School employees.
- 9.** The Student is required to follow the instructions of School administration, teachers, and other members of staff.
- 10.** The Student is required to respect the work of others, both Students and School employees.
- 11.** From Monday to Thursday Students are required to wear School uniforms. On Fridays Students come to School in clean and modest casual clothes.
- 12.** Formal School uniform is obligatory during School events, field trips, and School ceremonies, unless the teacher decides otherwise.
- 13.** The Student is required to change shoes at School.
- 14.** The Student is required to participate in physical education classes wearing sports outfit and appropriate footwear. When P.E. classes are conducted outside, the Student is required to have an outfit and footwear appropriate for current weather conditions.

## REWARDS AND PENALTIES

- 1.** Students who present outstanding achievements in learning, sports, contests, and other works related to School life, may be acknowledged through:
  - verbal praise
  - written certificate or diploma
  - in-kind prize
  
- 2.** Recommendations for Student acknowledgment may be made to the Teachers Board by the homeroom teacher, other teachers, the Principal, or Student Council.
  
- 3.** Students who do not comply with the above outlined Regulations are subject to the following consequences:
  - verbal warning
  - verbal reprimand from the homeroom teacher written in Librus
  - meeting with the Student's Parents and the homeroom teacher
  - in situations where no improvement has been made in terms of behavior, and the School Regulations have been breached twice, the Student is assigned additional work, tasks, and the contract is concluded
  - if the Student violates the behavior contract, their rights to participate in School events shall be limited
  - Parents are called to attend the meeting with the Principal
  - expulsion from School
  - in cases of gross violation of School Regulations, the teacher can change the order of the above listed consequences
  
- 4.** The Student may be expelled from School, by the Principal's decision, in the following cases defined in §35 of The School Statute:
  - a.** promotes a life style that is contrary to the educational assumptions of the School and/or persistently exceeds ethical standards in contacts with peers and adults,
  - b.** persistently violates the bodily integrity of other Students,
  - c.** uses violence towards peers and/or cyber bullying,
  - d.** an aggressive behavior poses a threat to the safety, morality, and the good of other Students; a Student breaches the terms of the contract signed by the Student and their Parents, even though the preventive educational actions have been undertaken,
  - e.** their behavior and attitude prevents teacher from conducting the lesson properly which has a significant impact on the work of other Students in the class and the fulfillment of the curriculum,
  - f.** violates other School internal procedures and Regulations, and entries of the document herein,

- g.** persistently uses vulgarisms in contacts with peers and adults, and/or ignores the authority of the adults; disregards School as an institution,
- h.** profanes the symbol, document, or an item which is a symbol of the ideals and the identity of the School or the State,
- i.** destroys School property,
- j.** possesses, distributes, or takes alcohol, drugs, or other harmful substances.

**5.** The Student has a right to defend him/her self against all charges.

*Compliance with the School Regulations and proper fulfillment of School duties is an important element for the Teachers Board when deciding on the Student's behavior grade.*

## **REGULATIONS FOR TEACHERS OF THE INTERNATIONAL SCHOOL**

### **TEACHERS' RESPONSIBILITIES**

Teachers are required to comply with the rules and Regulations of the School specified in the following documents:

- School Regulations
- Internal School Procedures
- School's Statute
- School's Educational and Prevention Program
- Internal Grading System
- Regulations of Teachers Board

and in particular:

- 1.** The teacher is responsible for preparation of a lesson based on the curriculum and is obliged to conduct it thoroughly.
- 2.** The teacher is required to respect the decisions of the Principal and the internal Regulations.
- 3.** The teacher is required to evaluate the work of Students systematically and fairly in accordance with requirements of the Internal Grading System, Subject Grading System and Subject requirements introduced at the beginning of the School year.
- 4.** The teacher is required to make entries in Librus regularly.

- 5.** The teacher is required to keep systematic documentation for School, in particular:
  - to submit information for mid-term and annual reports by the deadline
  - to submit mid-term and annual grades by the deadline
  - to prepare Students' grading sheets and certificates
- 6.** The teacher is required to facilitate good communication with P
- 7.** Parents (e.g. phone, e-mail), and be present at open days or Parent-Teacher meetings.
- 8.** The teacher should inform Parents in a specified way of:
  - current educational progress
  - subject grades
  - Student's behavior at School
  - requirements for subject and behavior grade improvement
- 9.** Each teacher is obliged to inform the homeroom teacher, Principal and School psychologist regularly about any pedagogical and educational problems in the class.
- 10.** The teacher is required to start classes on time and be on duty due to the schedule.
- 11.** The teacher is required to participate in the Teachers Board and in teacher's activities in order to support each other and to exchange of information.
- 12.** The teacher is required to treat Students fair, to care about intellectual, physical, and moral development of every child, regardless of their educational abilities.
- 13.** The teacher is required to provide Students with care during designated breaks, including all snack breaks as well as morning and afternoon duties. Students must not be left unattended during the lessons.
- 14.** The aim of teaching is to pass knowledge but also to develop the learning skills of Students, to stimulate their motivation to learn, and to develop a desire to explore the world.
- 15.** In the case of the Student's absence which is longer than a week during the School year, the teacher should determine the best plan for making up the missed assignments.
- 16.** The teacher is required to maintain professional confidentiality. This includes work of the Teachers Board, information on health, development, and family situations of Students.
- 17.** The teacher is required to care for the good name of the School and respect its Regulations.
- 18.** Each teacher is required to check electronic mail regularly.
- 19.** The teacher is required to respect detailed rules specified in the Internal School Procedures.

- 20.** The teacher on duty is required to notify the homeroom teacher about any inappropriate behavior that occurs during lunch breaks in School canteen or on other School premises.
- 21.** The teacher who finishes the 7<sup>th</sup> lesson is required to take Students to afternoon duty.
- 22.** In the afternoon duty, the teacher shall maintain the checklist of Students.
- 23.** The teacher is required to check the attendance list at the beginning of duty and mark when Students are picked up by their Parents or Guardians.
- 24.** The teacher who carries out additional activities is required to go for the Students to the teacher on duty and to bring them back to the duty after activities.
- 25.** The teacher is required to inform the School office each time the Students are late for classes and if the Students leave the School earlier.
- 26.** The teacher is required to return all borrowed teaching aids, laptops, keys etc. to the School office immediately after the lesson.
- 27.** The teacher responsible for organization of School field trips is required to submit all necessary documents/information about the trip to the School office at least a week before the scheduled field trip.
- 28.** Homeroom teachers are required to control class budget regularly.
- 29.** The teacher is required to return and discuss graded tests/assignments as soon as possible, no later than within two weeks, unless any fortuitous event occurs.
- 30.** The teacher is required to keep Students' tests and exams from September 1<sup>st</sup> to August 31<sup>st</sup>. These documents are kept in a specified place and in accordance with the established procedures.
- 31.** The teacher is required to represent the School well by own attitude, personal culture, as well as clean and neat appearance.

### **TEACHER'S RIGHTS**

- 1.** The teacher has an impact on School life through participation in meetings of the Teachers Board.
- 2.** The teacher has the right to choose the methods, curriculum, textbooks, and teaching aids.

3. The teacher has the right to teach according to their own didactic-pedagogical plan in accordance with the provisions of the Act on Education System and with the Principal's approval.
4. In case of health or life threatening situations, the teacher has the right to make independent decisions concerning safety of the Students.
5. The teacher has the right to appeal to the Principal in difficult situations.
6. The teacher has the right to receive support and assistance from the Teachers Board.
7. The teacher has the right to expect cooperation from Parents in both didactic and pedagogical issues.
8. The teacher has the right to obtain teacher's professional advancement.
9. The teacher has the right to receive a substantive evaluation of work.
10. The teacher has the right to discretionary award from the Principal for outstanding achievements in teaching and for involvement in development of School.

### **PRINCIPLES OF SCHOOL ORGANIZATION**

1. Students are not allowed to bring to School:
  - toys, unless the teacher decides otherwise
  - alcohol, cigarettes, narcotics
  - medicines
    - unhealthy food
  - firecrackers and pyrotechnics
  - items that threaten safety of Students
  - rollerblades, skateboards, shoes with rollers
  - electronic devices

It is also not advisable to bring valuable items that cannot be adequately protected against damage or theft.

2. Healthy diet is the School's main principle; therefore, Students should bring to School those products that meet such requirements.
3. It is forbidden to record class lessons without the teacher's approval.



**4.** Atmosphere and tidiness in the classroom have a big impact on Students' achievements; therefore, Students are required to:

- arrive to School on time
- prepare own desk for the lesson in advance
- keep on own desk only School supplies, notebook and textbook for the lesson as well as other necessary aids
- behave properly during the lessons
- enable the teacher to conduct the lesson
- respect all teacher's instructions
- show respect towards the teacher and classmates
- maintain tidiness on own desk and in the classroom
- not to eat and drink during classes
- remember that cheating during tests is strictly forbidden
- copying homework is strictly forbidden

**5.** During breaks it is forbidden to:

- leave designated places without the consent of the teacher
- sit on the windowsills
- play ball in the School building, except for the aula and sports hall
- stay outside the building without the teacher's supervision
- leave the School premises
- run around the School building
- consume meals in places different than the canteen or the classroom

**6.** Students are allowed to use soft balls during the breaks in the aula, only if accompanied by an adult and if the game does not interfere with other classes.

**7.** The Students are required to comply with the rules of good behavior in School canteen and afternoon duty classroom, especially not to disturb others during lunch and to behave as quiet as possible. Students are required to clean the table after lunch (return plates and glasses, set chairs and tables).

**8.** After lessons Students:

- behave appropriately in order not to disrupt other Students and teachers who are still in classrooms
- clean up the classroom, collect garbage, set desks in order and arrange chairs
- verify whether decorations in their classroom are not damaged and, if necessary, restore them to their original state
- keep the cloakroom neat and tidy

**9.** The rules of field trips are determined in detail before each departure.

**10.** The Student represents the School's good name outside the School; therefore, he/she is required to comply with all School Regulations and to listen to their guardians.

- 11.** Short tests (maximum 20 minutes) may take place without prior warning and cover material from the previous three lessons.
- 12.** No more than two tests may take place within one week and maximum one per day. In justified cases and in consultations with the homeroom teacher, the number of tests may increase in one week (or on one day). If the test does not take place on the scheduled date, arrangement of a new date may circumvent this rule. The time and form of the test is determined by the teacher.
- 13.** Students can be assigned additional homework during winter breaks and summer holidays.
- 14.** If necessary, the School expects Parents to refer to specialized assistance outside the School in order to diagnose child's difficulties.
- 15.** Students in grade 8 have an obligation to participate in preparatory classes for the Eight grade final exam.
- 16.** Student's late comings are recorded in the School register.

**Grades 0-3:**

10% late comings per month - phone call to a Parent

25% late comings per month - second contact with a Parent,

50% late comings per year – annotation is made in the descriptive assessment given at the end of the School year.

**Grades 4-8:**

Frequent late comings to a particular subject results in a lowered grade for a particular subject or being unclassified.

Late coming of more than 15 minutes is recorded in the register as an absence.

The Student who is late for class is required to enter and join the class without disrupting the course of a lesson. The subject teacher determines the scope of material and methods of making up for the absences.

- 17.** After 5:00 p.m., teachers who are on duty record the time when a child is picked up.  
The fee for the late pick up of a child is outlined in the *Educational Agreement*.

## **REGULATIONS ON COOPERATION WITH PARENTS AT THE INTERNATIONAL SCHOOL**

Parents have the right to choose School as a place for their child's education. An aware choice means that Parents become acquainted with and show respect for the rules and program of the selected School, and declare their intent to cooperate with the School, as well as place trust in teachers.

### **SCHOOL'S EXPECTATIONS**

- 1.** The School expects Parents to cooperate with teachers and respect for joint decisions and pedagogical actions.
- 2.** The School expects Parents not to question or criticize the decisions of School employees in the presence of a child and to discuss any disputable issues personally with the teacher and further with the Principal.
- 3.** The School expects Parents to respect School's decisions regarding:
  - employment of teachers
  - placement of Students in a class or group
  - selection of the education program and textbooks
  - teaching plans and methods
  - grading system
  - location and schedule of the Green School
  - assignment of additional roles to Students within the classroom
- 4.** Any suggestions, questions, and concerns of Parents are discussed and explained during the appointed meetings with the homeroom teacher or Principal.
- 5.** The School expects Parents to supply the child with appropriate School equipment and readings so that the child is able to fully participate in the lessons.
- 6.** The School expects Parents to provide a home environment that enables a child to fulfill School duties thoroughly.

### **PARENTS' RIGHTS**

- 1.** Parents have the right to obtain information regarding requirements and grading system of each subject.

- 2.** Parents have the right to obtain information on their child's subject grades and requirements for improvement of grades. All details are specified in the Internal Grading System (IGS).
- 3.** Parents have the right to obtain information on their child's behavior at School and requirements for improvement of a behavior grade. All details are specified in IGS.
- 4.** Questions regarding class' or Student's work should be directed to the teacher of the subject in question. If necessary, the homeroom teacher may assist in organizing a meeting with a subject teacher or the Principal.
- 5.** Parents may represent their child's class and participate in the meetings of The Class Parents' Council selected during the first meeting with the homeroom teacher, or to act as a chairperson of The Class Parents' Council.
- 6.** Parents may resign from participation in The Class Parents' Council. Then a new member of The Class Parents' Council is chosen during the next meeting with the homeroom teacher. By this time, the class representation functions with a reduced number of members.
- 7.** Concerns and suggestions regarding the School and its work may be submitted to the Principal through the School office, the homeroom teacher, or personally during an arranged meeting.

### **PARENTS' RESPONSIBILITIES**

- 1.** Parents shall comply with the School Regulations as outlined in the following documents:
  - School Regulations with annexes
  - School's Statute
  - School's Educational and Prevention Program
  - Internal Grading System
  - Subject Grading System

as well as various Regulations regarding safety and order.

Parents should expect from their child to fulfill the Student's duties as outlined in the School Regulations.

- 2.** Parents are expected to motivate their child to learning and fulfilling Student's duties.
- 3.** Parents are required to inform School about any disorders and problems, including health problems, as well as about diet recommendations and allergies.
- 4.** Parents are required to make sure that the child comes to School healthy. Students are not allowed to take medications at School, unless they submit a written recommendation from a doctor. The homeroom teacher and Principal shall be informed about this fact.

5. Parents are required to attend individual meetings appointed by the Principal, homeroom teacher, or subject teacher. The time and place of the meeting is arranged by the School in cooperation with Parents.
6. Parents are required to enable education of their child due to School calendar.
7. Parents are required to bring children to School and pick them up on time.
8. Parents are required to respect the School guidelines regarding leaving School premises by the Student.
9. Parents or guardians who pick up the child from School are expected to notify the teacher who is on afternoon duty.
10. Parents are required to inform School about a one-time authorization to pick up the child from School. Information shall be provided to the School office no later than by 2.00 p.m. of a particular day.
11. Parents are required to justify the absence of the child or inform the homeroom teacher about the Student's absence at School.
12. Parents cannot interrupt the lesson by entering the classroom.
13. Parents are required to pick up their children each day by 5.00p.m. (School at Jagielska St. 2) and 5.30p.m. (School at Działkowa St. 34) also during Parent-Teacher meetings as the School does not provide child care during this time.

## **COMMUNICATION STANDARDS BETWEEN THE SCHOOL AND PARENTS**

### **1. The Librus register may be used by Parents to:**

- become acquainted with the timetable
- check the Students' grades
- check homework
- check attendance and excuse the absences
- check dates of quizzes, tests and important class events
- check information and comments about their child
- communicate with teachers (teachers are required to check e-mail regularly)

#### **• The following icons are available for Parents in Librus register:**

- GRADES
- ABSENCES
- NEWS
- TIMETABLE

- CALENDAR
- HOMEWORK (for grades 0-3 and 4-8)

Parents should not disclose their password to their children.

Parents log into their account on [www.internationalschool.pl](http://www.internationalschool.pl)

In case of any problems or questions, please contact us at: [admin@szkolamiedzynarodowa.pl](mailto:admin@szkolamiedzynarodowa.pl)

**2.** The School office informs Parents about some School events and important updates on the School webpage.

**3.** Class websites (grades 0-3) perform the following functions:

- to give an account of class events
- to post detailed descriptions for projects and other work assigned to Students
- to post interesting details and additional tasks from a particular subject
- to post additional information about the Canadian program

**4.** In emergency situations (e.g. computer system shutdown, or internet breakdown,) the Students' personal correspondence notebooks are used to share information.

**5.** If the Student is absent for an extended period of time, Parents should contact teachers directly through the Librus register, or by phone in order to receive information about detailed lesson topics. Teachers are required to provide Parents with comprehensive information on how to complete lesson materials. In grades 0-5, all homework are recorded in Librus. In older grades, Students are required to contact their classmates about the lesson materials.

**6.** The School, in exceptional cases, may send correspondence from one Parent to another, as long as it does not contain judgments and assessments. Parents are requested to exchange e-mail addresses and telephone numbers during the first class meetings and to verify any changes.

## **CELL PHONES AND ELECTRONIC DEVICES AT SCHOOL**

**1. Students are not allowed to use cell phones or other electronic devices during the School's office hours.**

**2.** After receiving Parents' permission, Students may bring cell phones or other electronic devices to School; however, they are required to turn the device off and store it in their backpack. The devices may be turned on only after leaving the School premises.

**3.** Students may use a cell phone or other electronic devices at School only in justified cases, and after obtaining teacher's approval.

- 4.** Teachers may give permission to use cell phones or other electronic devices as learning aids during class time.
- 5.** The homeroom teacher, after obtaining the School Principal's approval, may give consent to Students to use cell phones or other electronic devices during field trips. A special cell phone policy is written and dedicated for this particular purpose regarding the time and conditions of the trip, as well as the needs of Students. The guardian of the trip acquaints the Students and Parents/Legal Guardians with the policy.
- 6.** Taking photos, recording video or sound by cell phone or other electronic devices is allowed only after getting the consent of the person who is to be recorded or photographed.
- 7.** Distributing the recorded materials on the Internet requires a separate consent from the person who has been recorded, due to the fact that the material becomes public and may be used without the author's knowledge and consent.
- 8.** If the Student needs to contact their Parents during class time, they may ask for a permission to use a phone in the School office.
- 9.** If the School office is closed, the Student may use other mobile phone after getting the consent of the teacher.
- 10.** In justified cases (chronic disease, exceptional family situation or other related situations), after getting the prior consent of the Principal, and Parents, it is allowed to depart from the above rules temporarily and under strict terms. Then it is necessary to establish the use of temporary use of a cell phone or other electronic device on School premises.
- 11.** Students bring cell phones or other electronic devices to School at their own risk.
- 12.** The loss or theft of a cell phone or other electronic device should be immediately reported to the homeroom teacher or the Principal. School employees assist in searching for the phone, but they shall not be held responsible for the loss.
- 13.** Violating the cell phone and electronic devices use Regulations results in depositing the phone or device in the "safe deposit box" at the School office and the following rules are implemented:
  - a) If the Student violates the rules, the teacher takes the device away and keeps it in the classroom or the School office until the end of the lesson.
  - b) The teacher informs the homeroom teacher and Parents/Legal Guardians through LIBRUS about taking the device from the Students after finishing their didactic classes.
  - c) The device may be collected by Parents/Legal Guardian from the office.

The teacher or the homeroom teacher gives one verbal warning to the Student who has violated this policy once.

If the situation happens again, the teacher writes a note in Librus about the policy violation.

Violation of the above procedure three times is subject to provisions of the Internal Grading System and affects the behavior grade.

## **CYBERBULLYING**

**Cyberbullying** is defined as the use of communication and information technologies for the intention of harming another person, as well as the use of internet service and mobile technologies such as web pages. It is commonly related to peer violence.

The most recent research show that cyberbullying has become increasingly common, especially among kids and teenagers. Primary School Students are imposed to a particular risk of suffering from cyberbullying – they start to use social media being unaware of the risks and consequences of their actions.

In order to prevent cases of cyberbullying, the School undertakes preventive and informative action. In order to be successful in these actions, Students must become aware of the fact that false information, unauthorized photos or videos made available on a network without the consent of the recorded person are forms of cyberbullying as well.

### **Procedures for Responding to Cyberbullying are described in the Internal School's Procedures (for office use only).**

- 1.** Students can use the "box of confidence" which is located in the School in order to provide anonymous information regarding cyberbullying.
- 2.** Teachers who are responsible for intervention shall take measures to stop the acts of cyberbullying and delete harmful materials from the Internet.
- 3.** The School shall secure and register all collected evidence of cyberbullying. Victim's Parents shall be informed about the effects of undertaken actions.
- 4.** The victims of cyberbullying shall receive psychological assistance.
- 5.** After intervention, the School shall monitor the Student's situation in order to avoid any revenge.
- 6.** The School informs the cyberbully's Parents about all the revealed facts, discusses the Student's behavior, informs Parents about further proceedings and about consequences set forth by the Teachers Board.

Consequences for the acts of cyberbullying:

- reprimand from the homeroom teacher
- lowering the behavior grade
- reprimand from the Principal
- expulsion from the School



**7.** In justified cases, the School, in cooperation with cyberbully's Parents, may conclude a contract that defines mutual obligations as well as consequences of any non-compliance regarding the Student's behavior.

**8.** Work with the cyberbully should focus on helping the Student understand the consequences of their behavior, as well as changing their attitude and behavior.

**9.** If the cyberbully is unknown, the Principal shall notify police who shall take appropriate steps and inform the web administrator of the necessity to delete materials from the website.

The Annexes to these Regulations are:

1. Rules for Classes Conducted Using Methods and Techniques of Online Learning, Grades 0-3.
2. Rules for Classes Conducted Using Methods and Techniques of Online Learning (on-line), Grades 4-8.

## Annex 1

# **RULES FOR CONDUCTING CLASSES USING DISTANCE LEARNING METHODS AND TECHNIQUES (online classes) GRADES 0-3**

- 1.** Students should be dressed appropriately during classes. Each Student should take a seat at their desk during the lesson.
- 2.** It is crucial that for every online lesson the Student is supplied with:
  - dedicated textbook, workbook and notebook
  - supplies including: pencil, eraser, pen, crayons
  - sport bag with sport supplies for PE lesson ( student changes clothes before the lesson).
  - the computer camera shall be on during the entire lesson
- 3.** The timetable includes breaks; therefore, it is not allowed to eat during the lesson.
- 4.** The presence of a Parent up to 5 minutes of the lesson is allowed for technical support. After this time, only the Student participates in the lesson.
- 5.** It is unacceptable for Parents to participate actively in the lessons.
- 6.** The idea of online teaching is that Students participate in online lessons independently (without parents assistance). We kindly remind you to leave the child alone. Each entry of a Parent or sibling into the room distracts the entire class and interrupts the lesson.
- 7.** It is forbidden to record lessons in their entirety, as well as in fragments, as the legal regulations in force in Poland prohibit the fixation, dissemination and processing of the image of another person without their prior consent.

## Annex 2

# **RULES OF CONDUCTING CLASSES USING DISTANCE LEARNING METHODS AND TECHNIQUES (online classes) GRADES 4-8**

- 1.** The Webex platform is only used for lessons, contact with teachers and learning matters. Webex=School.
- 2.** When starting a lesson, the teacher disables the ability to communicate by voice to all Students (MUTE) – a function that everyone can use and cannot be disabled.
- 3.** Only the teacher can allow the Student to speak if he raises a hand.
- 4.** If the Student turns on the voice without the teacher's permission, he receives a verbal admonition; using the microphone again results in a note in Librus for disturbing during the lesson. Each such note in Librus will be reflected in the final behaviour grade.
- 5.** Chat is for learning only! Entries not related to the subject of lessons, conversations, and unnecessary short comments will be assessed as disturbing during the lessons.
- 6.** Teachers regularly remind Students that in School during online lessons, School staff are constantly watching and following each lesson and all entries. Posts that are not related to lessons will be deleted.
- 7.** When the lessons are completed, Students do not use the chat. Only in exceptional situations involving school matters.
- 8.** The Webex Team app is for lessons only; we do not allow it to be used after the class, as well as to create additional groups by our Students.
- 9.** Students should be dressed appropriately during classes. Each Student should take a seat at their desk during the lesson.
- 10.** The timetable includes breaks; therefore, it is not allowed to eat during the lesson.
- 11.** The presence of a Parent up to 5 minutes of the lesson is allowed for technical support. After this time, only the Student participates in the lesson.
- 12.** It is unacceptable for Parents to participate actively in the lessons.
- 13.** It is forbidden to record lessons in their entirety, as well as in excerpts.