

STATUTE OF THE INTERNATIONAL SCHOOL

of September 1st, 2017

Chapter I

General Provisions

§ 1

1. The International School, hereinafter referred to as "IS" or „The School“ is a non-public school within the meaning of the Act of September 7th, 1991, on the system of education (i.e. Journal of Laws of 2004 No. 256, item. 2572, as amended)
2. The School is managed by Szkoła Międzynarodowa S.A. and is represented by the Board, hereinafter referred to as "Board of Directors" or "Board".
3. The Statute of The International School hereinafter referred to as "the Statute" is supposed to regulate the structure and organization of IS and any other issues concerning school operation.
4. The School is located in the city of Warsaw (02-886), Jagielska Street 2.

§ 2

1. The School is a self-governing community of students, teachers, and parents managed by its administrative body.

§ 3

1. The International School implements the school programs created by the teachers of IS under the core curriculum for general education approved by the Minister of Education. At the same time, the School's program is compliant with the program of foreign professional organization.
2. An integral part of the school teaching programs are the basic assumptions related to the organization of work, school's grading system, preventive program, educational program, and the curricula.
3. The International School implements core curriculum established for the public primary schools.
4. An educational cycle in the School includes the first and the second stage of education. It is implemented on the basis of the provisions in force concerning education in public schools
5. The school is available for all students who wish to pursue their education, accept its statute and fulfill the requirements specified in the Enrollment Regulations.
6. The basic school unit is a grade which comprises of maximum 18 students. The school may admit a 19th and 20th student to a class if he or she is:
 - a. a graduate who is coming from abroad or from other school,
 - b. a student who has been promoted to a higher grade during the school year,
 - c. a school employee's child,

- d. the sibling of a student of The Primary International School.
7. Teaching and educational programs implemented at School aim to provide a(n):
- a. safe, stimulating, and respectful environment for a child;
 - b. comprehensive, harmonious development of a child through the growth of self-confidence and willingness to meet new challenges;
 - c. reliable realization of tasks within education, training, abilities, and manners included in core curriculum;
 - d. variety of strategies to use knowledge in order to prepare students to work in the contemporary world;
 - e. equal educational opportunities for students;
 - f. environment for developing a student's ability and attitude to perform natural activities that acquaint children with the uniqueness and complexity world regarding;
 - g. atmosphere for self-reliance, inspiration to express opinions through cognitive interest and the motivation of students;
 - h. cooperation in creating an integrated system of knowledge, skills, and attitudes;
 - i. fluent use of English language and development of cultural awareness;
 - j. individualization of materials and methods of work with a particular class;
 - k. bilingual education of students through a coherent, homogeneous, and natural integration of English and Polish languages;
 - l. environment that teaches empathy, tolerance, respect, and other values that are characteristic of well-educated and well-mannered people;
 - m. development of interpersonal skills.
8. Educational program taught at the School is based upon:
- a. core curriculum of general education for grades of the first and second stages of public school education,
 - b. integrated education,
 - c. core curriculum of foreign educational organization.

9. The School is guided by the principles of the Constitution of the Republic of Poland, as well as by the directives of the Universal Declaration of Human Rights, International Covenant on Civil and Political Rights, The Children Act.

§ 4

1. In accordance with the Education Act and the Executive Acts, the school is supervised by the Mazovian School Superintendent.
2. The Board of the School and the Principal supervise its overall activity.

Chapter II The Objectives and Tasks of the School

1. The School's primary objective is to provide the pupils with the best possible education and to prepare them to continue their education in secondary education both domestically and cross-border. Similarly, the school program is created to facilitate cross-border contacts, including youth exchanges and foreign language skills practice.
2. The School aims at acquainting the students with the world of scientific knowledge, the world of culture and arts. We would like our students to acquire the capacity to use their knowledge freely, and to develop their interests and abilities. The school prepares the students to make own choices regarding education as well as to be active community members.
3. Upbringing and education, considered as an integral process, are pursued with respect for student's dignity as well as their freedom of opinion and freedom of religion.
4. Our objective is adaptation of teaching content, methodology, and learning arrangements to physical and mental capabilities of students in a personalized manner, regarding the needs of talented students and of the students requiring remedial classes.
5. The School carries out goals and tasks specified in the Act and in the Constitution of the Republic of Poland in accordance with ideals contained in the Universal Declaration of Human Rights, the International Covenant on Civil and Political Rights as well as in the Children Act.
6. The School fulfills the objectives and tasks which are specified in the Act on the system of education and on the regulations issued on its basis, in compliance with § 3 sections 1-5.
7. In order to accomplish the statutory tasks and duties, the School:

- a. forms educational environment that supports complete and integral development of a child,
 - b. provides the students with pedagogical and educational support,
 - c. enables the students to acquire the skills and knowledge set forth for the first and second stages of the Primary School.
8. The School is entitled to extend the framework core curriculum established for the public schools.
 9. In response to students' academic requirements, additional programs may be provided by the Principal after consultations with the board of teachers and the acceptance of the Board.
 10. Detailed educational goals and tasks are included in the coherent education and prevention programs.

§ 5

1. The "educational team" of the school consists of the teachers and other employees, students and their parents (guardians).
2. The School maintains cooperation between parents and teachers to ensure the coherent educational influence.
3. The School cooperates with the local environment to fulfill its objectives.

§ 6

1. To meet the objectives of the educational system, the school:
 - a. may offer an individual program for talented students, in accordance with the regulations;
 - b. ensures supervision for all children during the lessons, morning and afternoon duties.
 - c. may additionally support educational activities of the family in cooperation with parents and in the form that fulfills the requirements.
2. Teachers supervise the students at the School during all curricular and extracurricular activities due to the school plan.
3. The Principal entrusts supervision over each class to the homeroom teachers.

§ 7

1. The school fulfils statutory conditions provided for non-public schools, that is the school:
 - a. provides teaching of compulsory subjects in accordance to regulations in force,
 - b. admits students according to the procedure specified in Enrollment Regulations,
 - c. employs the teachers with qualifications specified in separate regulations,
 - d. implements educational programs which include the core curriculum of general education,
 - e. applies the procedures of classification, promotion, and examination determined by the Ministry of National Education.

Chapter III School's Authorities

§ 8

1. School's Authorities are:
 - a. Principal
 - b. Vice-Principal
 - c. Canadian Program Director
 - d. Board of Teachers
 - e. Students' Council and Board of Parents (if established).

Section 1 Principal

§ 9

1. The Principal is the highest authority at the School.
2. The Principal:
 - a. manages the current activity of the School and represents the School;
 - b. is responsible for implementation of paragraph 7 section 4 of the Act on system of education;
 - c. is responsible for proper implementation of the statutory tasks;

- d. provides educational supervision;
- e. takes care of the students and ensures the harmonious conditions of psychophysical development;
- f. takes responsibility for the management and distribution of funds that are entrusted by the Board;
- g. is responsible for preparation and storage of school documentation;
- h. cooperates with the Students' Council and Board of Parents (if established);
- i. is the manager of all school employees;
- j. manages the teachers' promotion;
- k. organizes and supports the professional teachers' training regarding the the School's statutory tasks;
- l. employs and dismisses teachers and other school employees after consultations with the Board;
- m. awards prizes and imposes penalties to teachers and other school employees after consultations with the Board;
- n. may commission permanent or one-time jobs within salary specified in an employment contract, and may commission chargeable additional educational, pedagogical and other activities resulting from organization of the School;
- o. prepares the specifications regarding organization of the School work and submits it to the Board's approval;
- p. submits the didactic-pedagogical program for the Teachers' Board approval;
- q. submits the set of the school educational programs for the Teachers' Board approval;
- r. is responsible for the implementation of the School's didactic-pedagogical program;
- s. establishes and implements the plan of pedagogical supervision for a particular school year;
- t. admits or expels a student from the list of students under the terms specified in this Statute;
- u. consults with the Board in order to prepare the School's didactic offer regarding the students' needs and the School's specific character;
- v. informs the Board regularly about the School's situation and the students' achievements.

§ 10

Vice-Principal

1. The Vice-Principal of the school holds the position of the deputy of the School's Principal. The Vice-Principal is responsible for creating creative work in the school. The Principal determines the scope of powers and duties of the Vice-Principal.

§ 11

Canadian Program Director

The duties of the Canadian Program Director include:

1. Supervision over organization and didactic level of Canadian program in the school:
 - a. employment of Canadian teachers;
 - b. conducting teachers' boards of Canadian program and participation in the teachers' boards of Polish program;
 - c. observation and evaluation of the lessons of Canadian program;
 - d. training of Canadian teachers aimed at improvement of the quality of their work;
 - e. selection and supervision over organization and preparation of English exams in school;
 - f. selection of the textbooks;
 - g. supervision over preparation of internal documents on the Canadian program.
- 1.2 Supervision over activity of:
 - Canadian program coordinator,
 - Canadian program teachers.

§ 12

1. The Principal is appointed and dismissed by the Board.
2. The Board supervises activity of the Principal.
3. The Principal may appoint the Vice-Principal, after consultations with the Board.
4. The Principal, Vice-Principal and Canadian Program Director are informed about all parent-teacher meetings convened by the homeroom teachers or school authorities and have the right to participate in those meetings.

Section 2

Board of Teachers

§ 13

1. Board of Teachers is a collegiate authority at the School and fulfills the statutory objectives concerning education and care for the students.
2. The Board of Teachers is composed of all teachers who are employed by the School.
3. Guests invited by the President of the Board may take part in the meetings of the Board of Teachers, serving as consulting bodies. The representatives of the Board or persons invited by the Board of Teachers may also attend the meetings.
4. The Board of Teachers is chaired by the Principal who manages its work, by the Vice-Principal or by an appointed teacher.
5. The meetings of the Board of Teachers take place in compliance with the Act on the system of education of December 14th, 2016.

§ 14

1. The duties of the Board of Teachers include:
 - a. approval of plans and programs, including school's preventive and educational programs submitted by the Principal;
 - b. approval of the set of school's educational programs submitted by the Principal;
 - c. selection of the sets of textbooks;
 - d. approval of the results of classification and promotion of students;
 - e. passing resolutions concerning pedagogic innovations;
 - f. establishing an internal system of teachers training;
 - g. undertaking disciplinary actions, including resolutions on expelling a student from school;
 - h. working on the internal grading system;
 - i. passing resolutions on forms of awarding students.

§ 15

1. In particular, the Board of Teachers shall express its opinion on:
 - a. the organization of work at School, including weekly lesson plan and the schedule of additional activities;
 - b. Principal's suggestions regarding assignment of the teachers' permanent works and activities within salary specified in an employment contract as well as chargeable additional educational activities;

- c. mid-term and annual assessment of teaching, education, supervision, and work organization at the School.
- d. projects of School Regulations.

§ 16

1. The Board of Teachers shall act on the basis of the regulations approved by the Principal.
2. Opinions and resolutions of the Board of Teachers are passed by a majority of votes in the presence of at least half of the members of the Board.
3. The meetings of Board of Teachers are recorded.
4. The register of the meetings is kept by the Principal.
5. The members of Board of Teachers and participants of the meetings are obliged to keep secret the issues discussed during the meetings that may violate students' rights, the rights of their parents or guardians, as well as the rights of teachers and other school employees.

Section 3 Students' Council

§ 17

1. Students' Council, composed of all pupils of the School, may operate at the School.
2. The election rules of the Students Council members and its rules of activity shall be determined in the set of regulations prepared by the students and approved by the Principal.
3. Council's authorities are the only student representatives;
4. Students Council is an initiator and organizer of common activities of students.
5. The schedule of Students Council activities must be submitted to the Principal for approval.
6. Students Council may present to the Principal their propositions and opinions about the organization of:
 - a. didactic and pedagogical program,
 - b. school events, meetings, workshops, and picnics,
 - c. field trips,
 - d. the fulfillment of students' rights and obligations.

§ 18

1. Students' Council cooperates with School in order to:
 - a. acquaint the students with the curriculum and requirements imposed on them,

- b. ensure just and open assessments of their educational progress and improvement of behavior,
- c. organize school life with an appropriate balance between school work and the possibility of developing hobbies and talents,
- d. organize cultural, artistic, educational, informational, and advisory activities.

Section 4

Rights and obligations of parents

§ 19

1. Parents have the right to:
 - a. become acquainted with the Statute and School Regulations,
 - b. become acquainted with the curriculum, particularly with educational and preventive programs,
 - c. become acquainted with: the requirements imposed on students, grading criteria, the rules of classification and promotion, and the rules of examination processes,
 - d. be informed about behavior and progress of their children, and the reasons of difficulties at school.
2. Parents are obliged to:
 - a. cooperate with School on educational matters regarding their children,
 - b. participate in parent-teacher meetings,
 - c. respect common arrangements on the undertaken educational activities regarding their children,
 - d. provide a child with proper conditions so that he/ she is able to fulfill the school duties.

Chapter IV

IS Teaching Arrangements

§ 20

1. The School is created by the students, the teachers employed by the School, and the teachers who cooperate with the School.
2. Educational activities are the basic form of the school's work in accordance with the educational plan.
3. In the School there is in force an eight-year cycle of teaching which is divided into two stages of teaching: the first (grade I-III) and the second (IV-VIII).

4. Teaching in grades VII and VIII is bilingual. Due to the Act on the system of education of December 14, 2016, grades VII and VIII are bilingual units.
5. The Educational Plan for each unit indicates which school subjects are taught bilingually.
6. A weekly lesson plan includes the schedule of obligatory additional activities which implement the Program of Canadian Education conducted in English.
7. The students are admitted to school if they fulfill the requirements specified in the Enrollment Regulations, which constitutes Annex 2 to this Statute.
8. The students are grouped into grades and the number of students in one grade cannot exceed 20.

§ 21

1. Pedagogical care for each grade is provided by the homeroom teacher. At the first educational stage, in grades 1-3, the teacher's assistants serve as the teacher's support.
2. The Principal appoints the homeroom teachers.
3. One period lasts 45 minutes.
4. The breaks between periods last from 5 to 25 minutes.
5. The obligatory school subjects may be taught beyond the lesson system in form of workshops, lectures or activities outside the school premises.
6. The organization of permanent obligatory and additional activities for a given grade is defined in a weekly schedule prepared by the Principal.
7. The School provides individualized teaching which enables individualized course of study or an individual program.
8. In order to support the teaching process of each child, the school diagnoses the developmental dysfunctions and upon the parents' request can provide proper psychological-pedagogical support.
9. The School provides the students with opportunity to participate in a variety of activities which develop passions and hobbies of the students, as well as the school subject clubs during which the students are preparing for the contests and Olympiads, remedial classes and reeducation. Additional activities take place before and after the lessons.
10. Upon the parents' request, the school provides child care before and after the lessons.
11. The morning duty takes place in a selected classroom at 7.50a.m.-8.45a.m.
12. The afternoon duty takes place in a selected classroom at 3.30p.m.-5.00p.m.
13. The Principal has the right to admit the listeners from the teacher training

centers and the students of pedagogical faculties as part of their pedagogical practice.

§ 22

1. Detailed organization of education and care in each school year is specified in the School's Organization Sheet which is drawn up by the Principal and approved by the Board.
2. The school year is in accordance with the school year calendar established by the Ministry of Education for public schools.

§ 23

1. The basic forms of school work include:
 - a. obligatory activities included in the curriculum,
 - b. additional activities which are aimed at deepening knowledge and developing the students' skills, developing their competences and exceptional talents. Additional activities are organized due to the School's financial abilities and available teachers.
2. Further analysis of students' educational progress is carried out every year. Students take the following competency tests:
 - a. foreign languages;
 - b. humanities and mathematical-natural subjects.
3. The procedures of students' safety, students' exemptions from classes by parents/guardians, as well as other procedural matters are specified in the School Regulations.

§ 24

1. In order to achieve the statutory tasks, the school must provide:
 - a. classrooms;
 - b. IT classroom;
 - c. library;
 - d. gym;
 - e. sports field;
 - f. administrative rooms.

§ 25

1. The school library serves the reading purposes and hobbies of students, school educational activities, improvement of teachers' work, and the fulfillment of other school tasks.
2. The library is managed by the appointed teacher.

In particular, a teacher-librarian:

- a. prepares a plan of organization of the school library;
- b. collects and manages the collection of volumes;
- c. gives educational reading classes;
- d. is on duty during and after classes so that students and teachers have access to the library resources.

Chapter V Rights and Obligations of IS Students and Teachers

Section 1 Students

§ 26

1. The procedures of the students' admission are specified each year in the Enrollment Regulations by February 28 of a calendar year. The basis of a student's admission to school is the Agreement signed by parents (legal guardians) and payment of an enrollment fee which is specified in the Educational Agreement.

§ 27

Student's Rights

1. The students have the right to:
 - a. a well organized learning process, education, and care;
 - b. a kind and respectful treatment;
 - c. know the School's educational program and the imposed requirements;
 - d. just and open evaluation of their work and behavior;
 - e. organize school life with an appropriate balance between school work and the possibility to develop hobbies and talents;
 - f. receive assistance in case of any difficulties;

- g. express their thoughts and opinions in a courteous and respectful way as well as respect other rights under the Children Act and Convention of Human and Citizen Rights;
 - h. form organizations at School and influence the School life through activity of these organizations;
 - i. edit and publish school newsletter;
2. A student whose rights have been violated is entitled to appeal to the Principal, who may consider the complaint individually or with the Board of Teachers.

§ 28

Student's duties

1. Students are obliged to:
- a. obey the Statute and School Regulations,
 - b. respect all school employees and schoolmates,
 - c. participate actively in educational process and School life,
 - d. systematically prepare for the classes,
 - e. speak properly to all School employees,
 - f. speak properly to schoolmates,
 - g. consistently acquire knowledge and develop own personalities,
 - h. be responsible for their own life, safety and health,
 - i. represent the School proudly,
 - j. care for common property and order at School,
 - k. respect school discipline.

§ 29

1. Students are required to wear school uniforms from Monday to Thursday, and formal uniforms during school ceremonies, field trips, and other significant School events when they act on the School's behalf.

Section 2

Teachers and other employees

§ 30

Teachers' duties

1. A teacher carries out teaching and educational duties, is responsible for the quality of his/her work as well as for safety of the pupils who are entrusted to

- his/her care. A teacher implements didactic and pedagogical tasks of the School which are specified in this Statute.
2. The basic principle of a teacher's work is to have the students' best interest in mind and act as an example of proper behavior at and outside the School.
 3. A teacher is responsible for the students' life, health and safety during the classes and activities at School.
 4. In particular, a teacher is responsible for:
 - a. students' life, health and safety during the classes at School and outside the School,
 - b. proper implementation of the didactic-pedagogical process,
 - c. a good and friendly atmosphere of work,
 - d. creating and maintaining friendly cooperation with parents (legal guardians),
 - e. school equipment,
 - f. proper physical and mental development of students;
 - g. taking into account individual abilities and the students' needs in educational process,
 - h. supporting the students' abilities and hobbies,
 - i. supporting the students in case of difficulties and failures,
 - j. quality and results of the didactic-pedagogical process,
 - k. fair treatment;
 - l. fair and open assessment of the students' work and behavior,
 - m. self-development and professional trainings.
 5. Teachers who conduct classes in a particular grade, create a team which is required to:
 - a. develop a three-year curriculum and annual educational program according to the school educational plan,
 - b. educate regarding general principles of ethics, freedom of opinion and religion,
 - c. prepare a mid-term evaluation of development of students' competences and fulfillment of the established educational objectives,
 - d. cooperate with parents in order to integrate teaching and educational methods of the School effectively with parents/guardians.
 6. Teachers may create educational or scientific teams as well as problem-tasks teams, if necessary.
 7. The work of the team is directed by the Chairman appointed by the Principal upon the team's request.
 8. A teacher bears full responsibility for life, health and safety of the students who are entrusted to their care during obligatory classes and additional activities. A teacher is also required to comply with the rules on health and safety at work.

9. A teacher is on duty during the breaks between the lessons due to the schedule of duties prepared by the Principal. A teacher on duty is responsible for life, health and safety of students who are under his/her supervision.

§ 31

Teachers' rights

1. Teacher has a right to:
 - a. enhance scientific knowledge,
 - b. self-development,
 - c. improve educational competences,
 - d. discuss the plan of teacher training with the Principal,
 - e. suggest a new educational program and workbooks for the school curriculum,
 - f. create his/her own educational program,
 - g. suggest projects of pedagogical innovations and submit it for the Principal's approval,
 - h. fully participate in school life.

§ 32

The Duties of a Homeroom Teacher

1. Homeroom teachers are entrusted care for students in a particular grade by the Principal.
2. Homeroom teachers' duties are:
 - a. creating an atmosphere of trust and respect among the students,
 - b. individualization of the teaching process and taking care of and supporting students who have learning difficulties,
 - c. as a member of the school community, teacher shall have an appropriate life attitude,
 - d. organizing the grade's life; cooperating with the teachers who also teach his/her class; agreeing on and coordinating educational activities,
 - e. maintaining contact with parents, informing them systematically about the child's progress, engaging them in the School life and implementation of educational program,
 - f. systematic assessment of the students' behavior,
 - g. making teaching and educational documentation specified by separate regulations.
3. A homeroom teacher decides about the content and form of the homeroom classes; however, they shall be consistent with the School's educational and

preventive programs.

4. In difficult educational situations a homeroom teacher can be provided with the specialist's support, maintaining separate provisions of the law and the Statute.
5. A teacher's work is subject to assessment in compliance with the separate law provisions.

§ 33

1. In order to fulfill the statutory tasks, the School cooperates with school psychologist.
2. The School have the right to oblige parents (legal guardians) to permanent cooperation with psychologist in a form specified by him/her.

Section 3 Non-pedagogical School Employees

§ 34

1. Administrative and technical employees, in cooperation with the teachers, students and their parents, form the School community. They are obliged to fulfill their duties in a way that represents proper and friendly behavior at school.
2. Administrative and technical employees have the right to submit suggestions and comments on the organization and activity of the School.
3. Non-pedagogical employees shall in particular:
 - a. care for the students' health and safety,
 - b. care for the school's property;
 - c. know current legislation on health and safety and follow OHS regulation in School,
 - d. inform a homeroom teacher or the Principal about an inappropriate behavior of a student,
 - e. remember about high personal culture in contacts with students, particularly in conflict situations,
 - f. care for the School's good reputation.
4. Non-pedagogical employees of the School have the right to take an active part in the School life, to have an access to the School's Regulations, as well as to suggest to the Principal amendments to organizational regulations of the School.
5. Teachers and other employees of the School are employed by the Principal after consultations with the Board.
6. The principles of performing duties by an employee are specified by the Labor

Code and by the Internal Labor Regulations.

Chapter VI

Expulsion of a Student from School and Termination of the Educational Agreement

§ 35

1. Expulsion of a students from School shall proceed on the basis of the Principal's decision, after obtaining an opinion of the Board of Teachers, if a student does not comply with his/her responsibilities, in particular when he/she:
 - 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 cyberbullying,
 - 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 his/her parents, even though the preventive educational actions have been undertaken,
 - e. his/her 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. persistently infringes the school regulations, internal procedures, and entries of this document,
 - 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.
2. The Agreement with parents is terminated and results in an expulsion of a student in case when:

- a. parents fail to comply with obligations included in civil-law Agreement signed by the School and parents of a student, due to termination of this Agreement, particularly when the due date of payment of tuition and other fees resulting from the Agreement is exceeded by 30 days,
 - b. special pedagogical situations take place which require signing a written educational contract; in case the provisions specified in the contract are not fulfilled; after time limit specified in the contract which is s an Annex to the Agreement and is concluded in exceptional educational situation,
 - c. parents/guardians refuse to sign the contract,
 - d. the circumstances which are specified in point 1 § 35 of this document take place,
 - e. a parent uses oral or physical aggression towards another parent, student or School employee,
 - f. in case a parent undermines the School's good reputation.
3. Proposal of a student's expulsion from the School may be put forward by the Principal of the school who may ask the Teachers' Board for opinion.
 4. Parents of a student have the right to appeal against the Principal's decision regarding a student's expulsion from the School to the Education Office in Warsaw (pl. Mazowiecki Kurator Oświaty) within two weeks under KPA procedure.
 5. If a student is expelled from the School, The International School has a responsibility to inform the Principal of the district public school that the educational process of the student at The International School is terminated.

Chapter VII

Awards and Penalties

§ 36

1. The aim of the School is to develop positive self-esteem of the students by emphasizing the favorable qualities of a student's work at school which is specified in this Statute and the School Regulations.

2. Exceptional educational achievements, proper behavior, as well as scientific, artistic, sport achievements and social work for the benefit of the school and local community may be awarded.
3. A student may be awarded for an exceptional behavior which may serve as an example for other students or for exceptional educational achievements by receiving a homeroom teacher's praise, Teachers' Board praise, Principal's praise, material award, financial prize, a grant.
4. The Principal awards the students personally or together with the Board of Teachers.
5. An application for the student's award may be submitted by:
 - a. the Principal,
 - b. the Vice-Principal,
 - c. homeroom teacher,
 - d. school subject teacher.
6. The Principal grants the following awards:
 - a. a written praise and announcement of the praise at School,
 - b. a letter of praise to parents (guardians),
 - c. material prize,
 - d. other form of award approved by the Board of Teachers.

§ 37

1. If a student does not comply with the rules of the Statute, the School may apply the following penalties:
 - a. written warning from a homeroom teacher,
 - b. lower behavior grade,
 - c. performance of social works,
 - d. Principal's oral reprimand,
 - e. limitation of the student's privileges in form of temporal ban on participation in the School's and class' events and ceremonies,
 - f. the concluded pedagogical contract which specifies the assumptions of an individual educational program implemented for a student, as well as specifies the duties of all parties of the contract (a student, parents (legal guardians), homeroom teacher, Teachers' Board, and the Principal),
 - g. Principal's written reprimand with written notice to parents/ guardians,
 - h. Principal's written reprimand with an entry in the student's documentation,
 - i. Principal's written reprimand with the risk of expulsion from School,
 - j. expulsion from School (in case of another offence).

§ 38

1. A student or his/her parents/guardians have the right to appeal in respect to any imposed penalties to the Principal within 7 days from receiving information about an imposed penalty. An appeal shall be submitted in writing.
2. In order to examine the appeal, the Principal shall appoint a commission that may decide to refuse the appeal, or may pass it for further consideration by the Teachers Board.
3. The Principal is obliged to response in writing to an appeal and provide justification of the decision within 14 days from the day an appeal is submitted.

Chapter VIII Procedures of Evaluation

§ 39

1. Current evaluation of pupils takes place in compliance with the rules defined by the School in The Internal Grading System (Annex no. 1).
2. The mid-term and annual classification takes place in accordance with applicable provisions.
3. The evaluation of each subject concerns:
 - a. the ability to access, estimate, and process information,
 - b. knowledge acquisition and the ability to share it,
 - c. the ability to functionally incorporate knowledge into everyday life.
4. Mid-term classification is performed once in a school year, before the end of fall semester.
5. Behavior is graded in accordance with the School's Internal Grading System.

Chapter IX School Budget

§ 40

1. School's activity is financed by the governing authority from tuition and registration fees paid by parents/guardians, as well as from public financial support and other payments made by parents/guardians.
2. The funds reserved for the school's activity during the school year are managed by the Board.
3. The Board may authorize the Principal to administer the school funds.

4. The Board may cooperate with non-governmental organizations in order to enable students to receive a scholarship or co-financing of education at the School.
5. The School may accept material or cash donations from natural and legal persons in order to fulfill the School's statutory objectives.

Chapter X

Final Provisions

§ 41

1. The procedures of enrollment are specified in the internal Enrollment Regulations which are established each year by February 28 of a particular school year, for the following school year.

§ 42

1. The Statute is passed by the Board.
2. The Statute can be amended by the Board, after school authorities have delivered the opinion.
3. The Statute must not conflict with the relevant provision of national law.

§ 43

1. The School carries out an academic and educational activity as defined by the Act on the System of Education, and is not subject to the provisions on business activities.

§ 44

1. The School shall keep documentation in accordance with other provisions.

§ 45

1. Requests concerning any matter not governed by The Statute are submitted to the Principal who may ask The Board of Teachers or the Board for opinion.

Annex no. 1
Internal Grading System
Annex no. 2
IS Enrollment Regulations
Annex no. 3
IS Educational program
Annex no. 4
School Teaching Plan for 2017-2019
Annex no. 5
School Uniform