

# **STATUTE OF THE INTERNATIONAL SCHOOL**

**2 Jagielska St.  
02-886 Warsaw**

of September 1, 2019

## **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 7<sup>th</sup>, 1991, on the system of education (Journal of Laws of January 11, 2017, item 59 and 60, as amended)
2. The School is managed by Szkoła Międzynarodowa Sp. z o.o. 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" regulates the structure and organization of IS and any other issues concerning School operation.
4. The seat of the Board is in Warsaw (02-886), at 2 Jagielska Street.
5. The School runs an educational institution at: 34 Działkowa St., 05-509 Józefosław.

### **§ 2**

1. The School is a community of Students, Teachers, and Parents managed by its administrative body.

### **§ 3**

1. The International School implements the School Programs created by the IS Teachers basing on the core curriculum for general education approved by the Minister of Education and, simultaneously, the Canadian education program.
2. An integral part of the school teaching programs are the assumptions related to the organization of work, grading system, Prevention and Education Program, and the curricula.
3. The International School implements core curriculum set 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 the 19<sup>th</sup> and 20<sup>th</sup> Student to a grade if they are:
  - 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 child of a School employee,

- d. the sibling of a Student of The Primary International School.
7. Teaching and educational programs implemented in School aim to provide:
- 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 of the world;
  - 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 grade;
  - 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 of 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 Canadian education program.
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, and 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 Students with the best possible education and to prepare them to continue their education in secondary education both in the country and abroad. Similarly, the School program is created to facilitate foreign 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 complies with the 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 specified in the Act on the system of education and the regulations issued on its basis, in compliance with § 3 sections 1-5 herein.
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 set 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.

Guided by the needs of the Students and the nature of the School, the Principal shall determine the teaching offer of the School after consultations with the Teachers Board and receiving acceptance of the Board.

10. Detailed educational goals and tasks are included in the Prevention and Education Program.

### **§ 5**

1. The pedagogical staff of the School consists of the Teachers and other employees, Students and their Parents (Legal 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 child care 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 provide child care to the Students at School during all curricular and extracurricular activities due to the school plan.
3. The Principal entrusts supervision over each grade to the Homeroom Teachers.

### **§ 7**

1. The School fulfils statutory conditions provided for non-public schools, that is:
  - a. provides teaching of compulsory subjects in accordance with the 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 for 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. Teachers Board,
  - e. Students' Council and Board of Parents (if established).

## **Section 1 Principal**

### **§ 9**

1. The Principal is the highest authority of 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 the 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 entrusted by the Board;
  - g. is responsible for preparation and retaining 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 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 specifications regarding organization of the School work and submits

- it to the Board for approval;
- p. submits the Didactic and Prevention and Education Programs 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 Didactic and Prevention and Education Programs;
- 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 herein;
- u. consults with the Board in order to prepare the School didactic offer regarding the needs of Students and the specific character of the School;
- v. informs the Board regularly about the situation of the School and the Students' achievements.

## **§ 10**

### **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 the Canadian program and participation in the Teachers Boards of the 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;
  - h. monitoring daily work of Canadian program Teachers.

## **§ 11**

1. The Director is appointed and dismissed by the Board.
2. The Board supervises activity of the Director.

3. The Principal may appoint the Vice-Director, 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 Teachers Board**

### **§ 12**

1. Teachers Board is a collegiate authority in the School and fulfills the statutory objectives concerning education and care for the Students.
2. Teachers Board 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 Teachers Board, serving as consulting bodies. The representatives of the Board or persons invited by the Teachers Board may also attend the meetings.
4. Teachers Board is chaired by the Principal who manages its work, by the Vice-Principal or by an appointed Teacher.
5. The meetings of the Teachers Board take place in compliance with the Act on the system of education of December 14<sup>th</sup>, 2016.

### **§ 13**

1. The duties of the Teachers Board include:
  - a. approval of plans and programs, including the Prevention and Education Program submitted by the Principal;
  - b. approval of the Set of School Educational Programs submitted by the Principal;
  - c. selection of the 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.

### **§ 14**

1. In particular, the Teachers Board shall express its opinion on:
  - a. the organization of work in School, including weekly timetable 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.

### **§ 15**

1. Teachers Board shall act on the basis of the Regulations approved by the Principal.
2. Opinions and resolutions of the Teachers Board are passed by a majority of votes in the presence of at least half of the members of the Board.
3. The meetings of the Teachers Board are recorded.
4. The register of the meetings is kept by the Principal.
5. The members of Teachers Board and participants of the meetings are obliged to non-disclosure of 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**

### **§ 16**

1. Students' Council, composed of Students, 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 its propositions and opinions about the organization of:
  - a. Didactic and Prevention and Education Programs,
  - b. school events, meetings, workshops, and picnics,
  - c. field trips,
  - d. the fulfillment of Students' rights and obligations.

### **§ 17**

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**

### **§ 18**

1. Parents have the right to:
  - a. become acquainted with the Statute and School Regulations,
  - b. become acquainted with the curriculum, particularly with Prevention and Education Program,
  - 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 they are able to fulfill the School duties.

## **Chapter IV IS Teaching Arrangements**

### **§ 19**

1. The School is formed by the Students, Teachers employed by the School, and the Teachers who cooperate with the School.

2. Educational activities are the basic form of the School work in accordance with the School Teaching Plan.
3. The School implements 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 School Teaching Plan for each unit indicates which School subjects are taught bilingually.
6. A weekly timetable 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.
8. The Students are grouped into grades and the number of Students in one grade cannot exceed 20.

## **§ 20**

1. Pedagogical care for each grade is provided by the Homeroom Teacher. At the first educational stage, in grades 1-3, the Teacher 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 timetable prepared by the Principal.
7. The School provides individualized teaching which enables individualized course of study or an individual program according to separate regulations.
8. In order to support the teaching process of each child, the school diagnoses the developmental dysfunctions and upon the Parents' request may provide proper psychological-pedagogical support according to separate regulations.
9. The School provides the Students with opportunity to participate in a variety of activities which develop their passions and hobbies, as well as the school Subject clubs during which 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 or other place in School at 3.30p.m.-5.30p.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.

### **§ 21**

1. Detailed organization of education and care in each school year is specified in the School 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.

### **§ 22**

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 availability of 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, exemptions from classes by Parents/Guardians, as well as other procedural matters are specified in the School Regulations.

### **§ 23**

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. administration rooms.

## § 24

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 School employee.  
In particular, a librarian shall:
  - a. prepare a plan of organization of the School library;
  - b. collect and manage the collection of volumes;
  - c. keep documentation of School library.

## Chapter V

### Rights and Obligations of Students and Employees

#### Section 1 Students

## § 25

1. The procedures of the Students' admission are specified each year in the Enrollment Regulations. The basis of a admission to School is the Agreement signed by Parents (Legal Guardians) and payment of an enrollment and reservation fees which are specified in the Educational Agreement.

## § 26

### 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 Teachers Board.

## **§ 27**

### **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.

## **§ 28**

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**

## **§ 29**

### **Teachers' duties**

1. A Teacher carries out teaching and educational duties, is responsible for the quality of their work as well as for safety of Students who are entrusted to their care. The Teacher implements didactic and pedagogical tasks of the School which are specified in this Statute.
2. The basic principle of the 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. The Teacher is responsible for the Students' life, health and safety during the classes and activities at School.

4. In particular, the 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. The Teacher bears full responsibility for life, health and safety of Students who are entrusted to their care during obligatory classes and additional activities. The Teacher is also required to comply with the rules on health and safety at work.
9. The Teacher is on duty during the breaks between the lessons due to the schedule of duties prepared by the Principal. The Teacher on duty is responsible for life, health and safety of Students who are under their supervision.

### **§ 30**

#### **Teachers' rights**

1. The 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 their own educational program,
  - g. suggest projects of pedagogical innovations and submit it for the Principal's approval,
  - h. fully participate in School life.

### **§ 31**

#### **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, the Teacher shall have an appropriate life attitude,
  - d. organizing the grade's life; cooperating with the Teachers who also teach a particular grade; 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 the Prevention and Education Program,
  - f. systematic assessment of the Students' behavior,
  - g. making teaching and educational documentation specified by separate regulations.
3. The Homeroom Teacher decides about the content and form of the homeroom classes; however, they shall be consistent with the Prevention and Education Program.
4. In difficult educational situations the Homeroom Teacher can be provided with the specialist's support, maintaining separate provisions of the law and the Statute.
5. The Teacher's work is subject to assessment in compliance with the separate law



provisions.

### **§ 32**

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 them.

## **Section 3**

### **Non-pedagogical School Employees**

### **§ 33**

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 in 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 the Homeroom Teacher or the Principal about an inappropriate behavior of the 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

#### § 34

1. Expulsion of the Students from School shall proceed on the basis of the Principal's decision, after obtaining an opinion of the Teachers Board, when the Student does not comply with their responsibilities, in particular when they:
  - a. promote 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 violate the bodily integrity of other Students,
  - c. use violence towards peers and/or cyberbullying,
  - d. behave aggressively and pose a threat to the safety, morality, and the good of other Students; breach the terms of the contract signed by the Student and their parents, even though the preventive educational actions have been undertaken,
  - e. behave in a way that prevents the 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 violates 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 the Student in case when:
  - a. Parents fail to comply with obligations included in civil-law Agreement signed by the School and Parents of the 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 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. the 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 the Student's expulsion from the School may be put forward by the Principal who may ask the Teachers Board for opinion.
  4. Parents of the Student have the right to appeal against the Principal's decision regarding the Student's expulsion from the School to the Education Office in Warsaw (pl. Mazowiecki Kurator Oświaty) within two weeks under KPA procedure.
  5. If the 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**

#### **§ 35**

1. The aim of the School is to develop positive self-esteem of the Students by emphasizing the favorable qualities of the Student's work at School which is specified herein 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. The Student may be awarded for an exceptional behavior which may serve as an example to other Students or for exceptional educational achievements by receiving the Homeroom Teacher's praise, Teachers Board praise, Principal's praise, or in-kind prize.
4. The Principal awards the Students personally or together with the Teachers Board.
5. An application for the Student's award may be submitted by:
  - a. the Principal,
  - b. Homeroom Teacher,
  - c. 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. in-kind prize,
  - d. other form of award approved by the Teachers Board.

### **§ 36**

1. If the Student does not comply with the rules of the Statute, the School may apply the following penalties:
  - a. written warning from the 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 and class events and ceremonies,
  - f. the concluded pedagogical contract which specifies the assumptions of an individual educational program implemented for the Student, as well as specifies the duties of all parties of the contract (the 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).

### **§ 37**

1. The Student or their 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**

### **§ 38**

1. Current evaluation of Students takes place in compliance with the rules defined by the School in The Internal Grading System.
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 Internal Grading System.

## **Chapter IX School Budget**

### **§ 39**

1. School 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 in-kind or cash donations from natural and legal persons in order to fulfill the School's statutory objectives.

## **Chapter X Final Provisions**

### **§ 40**

1. The procedures of enrollment are specified in the internal Enrollment Regulations.

### **§ 41**

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.

### **§ 42**

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.

### **§ 43**

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

### **§ 44**

The School processes personal data in accordance with Regulation (EU) of the European Parliament and of the Council of April 27, 2016, on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46/EC (General Data Protection Regulation (GDPR), introduced on May 25, 2018.

### **§ 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.