



NIEPUBLICZNA  
POLSKO-ANGIELSKA  
SZKOŁA PODSTAWOWA

## **REGULATIONS**

### **OF THE PRIVATE POLISH-ENGLISH PRIMARY SCHOOL**

### **“VANCOUVER SCHOOLS”**

#### **I. ORDER RULES**

1. Students should come to school no later than 10 minutes before the start of classes, leaving the outerwear in the cloakroom.
2. Changing shoes are required on the school premises.
3. During breaks and lessons, students are not allowed to leave the school premises, and during lessons - the class without the consent of the class teacher or another teacher. Going outside the school premises during the course of classes may only take place under the supervision of a teacher or with the written consent of the parent or guardian, about which the teacher is to be informed.
4. Students should actively participate in the lesson, respecting the rules of cultural behavior.
5. After the end of the class / lesson, students should leave the room tidy and clean.
6. Students can spend breaks in classrooms, in the corridor, on the school premises under the supervision of a teacher.
7. A student who has suffered an accident on the school premises or outside it during activities organized by the school (trips, competitions, etc.) should immediately report this fact to the subject teacher or the tutor.
8. Students should not bring valuables to school, as the school is not responsible for any damage, destruction or theft.
9. It is forbidden to use mobile phones and tablets on the school premises and it is strictly forbidden to record and film without the teacher's consent. During the break, students can use MP3 equipment.
10. If the students use the devices mentioned in point 8, the teacher has the right to pick them up and notify the parents of this fact and agree on further proceedings with them.

11. It is forbidden to bring to school any dangerous items that may pose a threat to people and the environment.
12. Parents or guardians are required to report the student's absence from school by e-mail or by phone.
13. Parents whose children have caused material damage at school by their own fault, are obliged to cover the costs of its removal.
14. On days free from classes during the school year, the school provides day care. The condition to organize is the application of at least 5 students at a given time.

## **II. STUDENT'S CLOTHING**

1. Students are required to wear a gala dress or uniform at school ceremonies.

## **III. MEALS**

1. Meals are eaten in classrooms or in the canteen.
2. Students have the right to drink water and eat light snacks in class.
3. It is forbidden to eat sweets and energy drinks on the premises of the facility.
4. Students are obliged to follow the rules of cultural behavior at the table.

## **IV. STUDENT COUNCIL**

1. The Students' Council consists of representatives of classes selected by a meeting of all students of all classes
2. Elections to the Student Council are held according to the election regulations.
3. The Student Council operates in accordance with the agreed work plan resulting from the school's needs and on the basis of proposals submitted by the student community during the election campaign.
4. The Students' Council has the right to present its postulates to the school Principal or the Board of Teachers, who should respond to them within the deadline agreed by both parties.
5. Students' Council has the right to count on the help of tutors and teachers in carrying out tasks.
6. The rules of work of the Students' Council are defined in the regulations of this organization.

## **V. TYPES OF PRIZES AND THE MANNER OF AWARDING**

1. The prize for a student is awarded by the school Principal, Class teacher or subject teacher.
2. Prizes may be awarded in the form of:
  - a letter of praise,
  - a book or material prize,
  - participation in events, meetings inside and outside the school.
3. The particular achievements of the pupils are noted on the certificate.
4. Special achievements are considered to be at least an award in an out-of-school competition.

## **VI. PROCEDURES FOR PENALTIES AND THE RULES OF APPEALING THE DECISIONS**

1. A student is punishable by failure to comply with the school's regulations.
2. The disciplinary penalty for students is:
  - a written reminder from the Class Teacher,
  - a written reminder from the school Principal,
  - a written rebuke of the school Principal,
  - a written warning from the school Principal about a possible removal from the list of students,
  - removal from the list of students by the school Principal on the basis of a resolution of the Board of Teachers
3. The school is obliged to inform the parents or legal guardians of the penalty imposed on the student.
4. The student and his parents may appeal against the imposed penalty to the school Principal.

## **VII. RULES FOR CONDUCTING THE KNOWLEDGE AND SKILL TESTS**

1. Students should be notified at least one week in advance of all tests.
2. A student cannot be burdened with more than two tests a week, and not more than one a day.
3. Quizzes replacing the oral answer, up to 15 minutes long and covering the material from up to last three lessons can take place without restrictions.

4. Tests and class work should be corrected and discussed in classes not later than one week from the date of writing these tests.

### **VIII. PRINCIPLES OF PROVIDING HELP IN LEARNING**

1. A student has the right to obtain additional help and an assessment of the learning progress on dates agreed with the teacher, especially if he or she has encountered difficulties with learning the material, eg as a result of missing the lesson due to illness.

### **IX. DAYCARE ROOM**

1. The day care room is an integral part of the school - in its program activities it implements the school's goals and tasks, with particular emphasis on the content and educational and care activities adopted in the school's educational and prevention.
2. In the day care room, tasks are carried out according to the annual work plan and weekly timetable based on the school's annual work plan.
3. Students may use day care from 7:00 am to 8:30 am and from 3:15 pm to 6:00 pm.
4. Teachers in the school day care room provide children and adolescents with:
  - organized educational care, help in learning and appropriate conditions for self-study, recreation and developing one's own interests;
  - shape the habits of personal culture and coexistence in a group;
  - they develop interests and abilities;
  - introduce to independent mental work;
  - provide help to students with learning difficulties;
  - cooperate and interact with the school and home.
5. The tasks of the day care room include:
  - organizing care, help in learning, creating conditions in self-study, getting used to independent work;
  - organizing physical games and activities aimed at proper physical development;
  - discovering and developing interests;
  - disseminating the principles of health culture, shaping hygiene habits and care for health;
  - developing independence;
  - interaction with teachers and parents;
  - ensuring safety while performing the above-mentioned tasks.

## **X. GYMNAS TIC ROOM**

1. The gym can be used by:
  - school students
  - other users in free after-school hours on the basis of prepared rental agreements.
2. Classes in the gym are held in groups, according to the agreed timetable.
3. Sports activities may take place only under the supervision of qualified physical education teachers, trainers and instructors.
4. During the conducted sports activities, all participants are required to wear sports clothes.
5. The sports group cannot be in the gym without the supervisor conducting the classes.
6. In case of any damage, the teacher is obliged to inform the Principal immediately.
7. The participants of the classes are obliged to maintain order, peace and absolute submission to the class supervisor.
8. Students using the gym are prohibited from:
  - entering the room without permission,
  - destroying sports devices and equipment,
  - littering the gym
  - drinking alcohol, smoking.
9. The class supervisor is fully responsible for the safety of the participants in the classroom.
10. A person conducting sports classes is obliged to check the efficiency of sports equipment before handing it over to students.
11. After the end of the classes, groups using the gym are obliged to place the used sports equipment in a designated place.
12. The director is not responsible for valuables left in the cloakroom.

## **XI. PLAYGROUND**

1. Upon arrival at the school / playground, the parent or guardian picks up the child from the teacher. From that moment on, the parent / guardian is responsible for the child's safety at school. The parent / guardian may stay with the child in the playground, following the rules in force at the school playground.
2. All safety rules are kept on the playground.
3. The child using the wood playing house must be secured by the teacher or, if the child has been picked up, by the parent or guardian.
4. Children do not jump from the wood playing house.

5. Children do not wait for their turn near the wood playing house - they do not sit, they do not stand next to the swing and on the railings.
6. Children only swing when seated.
7. Unattended children do not approach the gate, even when it is closed.
8. Children are taught to organize the playground, after the play is over they put the toys back. Each time before returning to school, the playground is tidied up.
9. For safety reasons on the playground, children use only the equipment / toys provided by the school.