

# Bylaws

## of “Vancouver Schools”

### Non-Public Polish-English

### Elementary School

02-436 Warszawa, ul. Globusowa 38

## Chapter 1

### Article 1

#### **General**

1. The legal basis of these Bylaws of “Vancouver Schools” Polish-English Non-Public Elementary School is:

1. Constitution of the Republic of Poland of April 2, 1997 (Dz. U. [*Journal of Laws*] 1997 No. 78, item 483, as amended);
2. Regulation of the President of the Council of Ministers of June 20, 2002 on the Rules of Legislative Drafting (Dz. U. 2002 No. 100, item 908);
3. Education System Act of September 7, 1991 (Dz. U. 2016 items 1943, 1954, 1985 and 2169; and 2017 item 60);
4. Education Law Act of January 11, 2017 (Dz. U. 2017 item 59);
5. Act of December 14, 2016 Regulations implementing the Education Law Act (Dz. U. 2017 item 60);
6. Teacher’s Charter Act of January 26, 1982 (Dz. U. 2016 item 1379; and 2017 item 60); and
7. Regulation of the Minister of National Education of May 21, 2001 on Framework Bylaws of Public Nurseries and Public Schools (Dz. U. 2001 No. 61, item 624, as amended).

### Article 2

1. Whenever in these Bylaws a reference is made to the “School”, it shall mean “Vancouver Schools” Non-Public Polish-English Elementary School.
2. Whenever in these Bylaws a reference is made to “Students”, it shall mean students of “Vancouver Schools” Non-Public Polish-English Elementary School.
3. Whenever in these Bylaws a reference is made to the “Manager”, it shall mean Ms. Monika Allen.
4. Whenever in these Bylaws a reference is made to “Teachers”, it shall mean the teaching staff of “Vancouver Schools” Non-Public Polish-English Elementary School.
5. Whenever in these Bylaws a reference is made to “Parents”, it shall mean parents (legal guardians) of students of “Vancouver Schools” Non-Public Polish-English Elementary School.
6. Whenever in these Bylaws a reference is made to the “Principal”, it shall mean the principal of “Vancouver Schools” Non-Public Polish-English Elementary School.
7. Whenever in these Bylaws a reference is made to the “Head of Administration”, it shall mean the Head of Administration at “Vancouver Schools” Non-Public Polish-English Elementary School.
8. Whenever in these Bylaws a reference is made to the “Board of Teachers”, it shall mean the board of teachers of “Vancouver Schools” Non-Public Polish-English Elementary School.
9. Whenever in these Bylaws a reference is made to the “Act”, it shall mean the Education System Act of September 7, 1991 (Dz. U. 2016 items 1943, 1954, 1985 and 2169; and 2017 item 60).

#### **School Name and Type**

### Article 3

1. The School name is “Vancouver Schools” Polish-English Non-Public Elementary School.
2. The School uses its official seal with the following inscription: Vancouver Schools Non-Public Polish-English Elementary School in Warsaw.
3. The School is based in the Capital City of Warsaw.
4. The School is housed in a building at Globusowa 38 in Warsaw.
5. The educational supervision over the School is responsibility of the Mazowieckie Superintendent of Schools/CEO.
6. The School is a non-public elementary school which achieves its aims through an 8-year course of instruction and education and includes Grades “0” and Grades 1 through 8 in accordance with the

Education Law Act of December 14, 2016 (Dz. U. 2017 items 59 and 949) and administers external exams pursuant to separate laws and regulations.

7. The Schools follows the rules of assessing, evaluating, grading and promoting students established by the Ministry of National Education and detailed in the Common Schoolwide Assessment and Evaluation Policy.
8. The School issues certificates subject to the same rules as public schools.
9. The School follows an extended curriculum in English based on the Canadian British Columbia Curriculum.
10. The School issues certificates of completion of the curriculum of British Columbia, Canada.
11. Both the School Principal and Teachers may use their own developed solutions in their teaching and educational activities.
12. A position of the Head of Administration may be opened at the School. If no such appointment is made, the related responsibilities will be taken over by the Head of Teaching and Learning.

### **School Goals and Aims**

#### Article 4

1. The ultimate goal of the School is to prepare Students to successfully navigate through their lives in today's world.
2. The School achieves this goal by:
  1. Providing Students with a supportive environment to facilitate their intellectual, moral, emotional and physical growth according to their individual developmental and educational needs in the atmosphere of mutual goodwill, respect of personal dignity and the freedom of belief and conviction;
  2. Committing to nurture self-assurance and belief in own success and to build self-confidence in Students;
  3. Instilling and nurturing the natural disposition to learn about the world in Students;
  4. Respecting the Students' right to seek their own solutions and make their own choices, make mistakes and take risks;
  5. Motivating and inspiring Students to act autonomously, experiment, reflect and draw conclusions;
  6. Developing communication skills in Polish and in English;
  7. Developing social, collaboration, negotiation and shared decision-making skills; and
  8. Developing cognitive curiosity and sensitivity to the beauty of the surrounding world.

#### Chapter 2

### **School Management**

#### Article 5

1. The School is managed by Monika Allen as appears from the records in the custody of the Mayor of the Capital City of Warsaw.
2. The School Manager:
  1. Oversees the daily teaching and educational and care activities of the School;
  2. Adopts and amends the School Bylaws as applicable;
  3. Manages the School's assets;
  4. Appoints and dismisses the School Principal and the Head of Administration;
  5. Fixes the fees, including the tuition and enrollment fees;
  6. Considers recommendations of the School Principal for entering into or terminating employment with teaching and non-teaching staff, including their compensation;
  7. Approves of the School Policies and the Education and Behavior Management Program;
  8. Performs, on an annual basis as a minimum, a technical survey of the building and of the

- outdoor playground equipment and provides funding for their repairs;
- 9. Takes decisions on removing Students from the list in consultation with the School Principal and having sought advice of the Board of Teachers; and
- 10. Determines the scope and ways of providing psychological and counseling assistance.

### Chapter 3

#### **School Bodies**

##### Article 6

##### 1. The School Bodies are as follows:

- 1. School Principal;
- 2. Head of Administration;
- 3. Board of Teachers; and
- 4. Student Council.

##### Article 7

##### 1. The School Principal:

- 1. Is responsible for educational supervision;
- 2. Conducts observations of curricular and extracurricular classes;
- 3. Represents the School and builds its image both externally and internally;
- 4. Wins new clients and holds discussions with prospective clients and signs agreements with clients;
- 5. Attends Parents-Teacher meetings;
- 6. Is responsible for the custody and care of Students and creates a favorable environment for harmonious mental and physical development by proactive commitment to health;
- 7. Arranges for psychological and counseling assistance to Students with individual developmental and educational needs;
- 8. Chairs meetings of the Board of Teachers;
- 9. Collects information about Teachers' work to evaluate and appraise their performance as set out in separate laws and regulations;
- 10. Conducts appraisals of the staff performance;
- 11. Seeks and implements new ideas in the area of teaching and organization;
- 12. Keeps the Manager informed about the daily School operation; and
- 13. Ensures the appropriate level of instruction and educational work at the School.

##### 2. The Head of Administration:

- 1. Supervises the work of the teaching and non-teaching staff;
- 2. Maintains and controls the legally required daily and reporting documentation of the School;
- 3. Is responsible for communicating the dates and the agenda of meetings of the Board of Teachers in accordance with its Rules of Procedure;
- 4. Maintains records of Teachers' professional promotion;
- 5. Looks for training opportunities for the staff and works with organizations and institutions engaged in teaching Students and Teachers and the Board of Teachers;
- 6. Conducts appraisals of the staff performance in consultation with the Head of Teaching and Learning and the Manager;
- 7. Seeks and implements new ideas in the area of teaching and organization;
- 8. Keeps the Manager informed about the daily School operation;
- 9. Attends Parents-Teacher meetings; and
- 10. Wins new clients and holds discussions with prospective clients and signs agreements with clients.

## Article 8

1. The Board of Teachers is a collective body of the School.
2. The Board of Teachers comprises all Teachers employed at the School.
3. The School's Head of Teaching and Learning is the Chairperson of the Board of Teachers.
4. The Chairperson prepares and conducts meetings of the Board of Teachers.
5. The Head of Administration is responsible for notifying all members of the Board of Teachers of the dates of meetings.
6. Meetings of the Board of Teachers are convened by its Chairperson on his/her own initiative or at a request of at least 1/3 of its members.
7. The Board of Teachers proceeds in compliance with its adopted internal Rules of Procedure.
8. Meetings of the Board of Teachers may be attended in an advisory capacity by experts or guests invited by the School Principal.
9. Resolutions of the Board of Teachers are passed by a simple majority of votes in the presence of at least half of the total number of votes.
10. Members of the Board of Teachers are bound by professional secrecy with respect to resolutions, motions and observations of the Board's meetings. Information directly relating to Students may only be disclosed to their Parents or Legal Guardians.
11. The Board of Teachers:
  1. Resolves on grading and promoting Students (pursuant to the Education Law Act of December 14, 2016);
  2. Approves the semester and year-end grading results of Students;
  3. Determines how the approved Teaching and Educational Plan and the Education and Behavior Management Program are to be implemented;
  4. Resolves on experiments and innovations at the School;
  5. Has minutes of its meetings taken by a person designated by the Chairperson and recorded in the minute book, which is the primary evidence of the operations of the Board of Teachers;
  6. Resolves on removing Students from the list of Students;
  7. Tables motions for amendments to the School Bylaws;
  8. Prepares draft School Policies;
  9. Prepares a draft Education and Behavior Management Program;
  10. Determines how to use the outcomes of the educational supervision, including the supervision over the School by the relevant educational supervision body, in order to improve the School's performance;
  11. Evaluates the Principal's recommendations for decorations, rewards and other distinctions to be conferred upon Teachers; and
  12. Adopts the Common Schoolwide Assessment and Evaluation Policy (Polish: *Wewnętrzny System Oceniania*, or "WSO").

## Article 9

1. The Student Council is a consultative body representing the School's Student community.
2. The Student Council comprises representatives of the classes elected by the assembly of all Students of all classes.
3. The operations and appointment of the Student Council are provided for in the Student Council Rules of Procedure adopted by all Students and approved by the School Principal.
4. A Teacher accepted by Students acts in the capacity as supervisor of the Student Council.
5. The Student Council may submit recommendations and opinions concerning the School's affairs to the Board of Teachers and to the School Principal.
6. The Student Council is authorized to:
  1. Organize the school life, including arranging for cultural, sports and entertainment activities in consultation with the Head of Teaching and Learning; and
  2. Edit and publish a school newspaper and contribute to the website.

## Article 10

1. The School Bodies are authorized to act freely and pass resolutions, orders and decisions within their powers.
2. The School Bodies are obliged to collaborate with each other on matters of the School in order to create the best possible environment for Students to grow and thrive and to improve the School's performance.
3. Information about the implemented and intended activities or decisions is exchanged between the School Bodies in meetings held at the initiative of the Principal, the Manager or the Board of Teachers or by posting the initiatives intended for implementation during the school year or other information on the notice board.
4. Communicating activities or decisions via email or by phone is also acceptable at the School.
4. Any contentious issues between the School Bodies are resolved by the Manager at the request of the Body or Bodies involved in the dispute and upon hearing their respective cases, within 30 days.

## Chapter 4

### **School Organization**

## Article 11

1. Education at the School is provided for a fee.
2. The basic organizational unit at the School is a class (group) of no more than 16 Students.
3. In exceptional cases, the School Principal may approve of a class (group) of a larger or a smaller size.
4. Teaching experiments and innovations may be rolled out at the School. A respective decision is at the discretion of the Board of Teachers after the project is positively evaluated by the Manager.
5. The School is open from 7:00 a.m. till 6:00 p.m. Monday through Friday.
6. For Grades 4 to 8, the duration of a lesson is 45 minutes. The duration of breaks is determined by the School Principal.
7. During breaks as well as before the start and after the end of lessons Teachers have their office hours as per the schedule established by the School Principal.
8. The school year is scheduled according to the calendar published by the Ministry of National Education.
9. The school year is divided into 2 semesters. The detailed rules of the school year division are set out in the Common Schoolwide Assessment and Evaluation Policy. Days off school are days identified as such in the school year calendar and days identified as such under separate laws and regulations.
10. Boarding is provided at the School as catering services. In this regard, the School follows Article 106 of the Education Law Act of January 11, 2017 (Dz. U. 2017 item 59).
11. The costs of boarding are charged to Parents.
12. The School may operate an incomplete structure of classes (groups).
13. English is taught at the School for an increased number of hours compared to the Ministry of National Education's Framework Curriculum.
14. The rights and obligations of Teachers and Homeroom Teachers are set out in Chapter 7 of these Bylaws and by the applicable education laws.
15. The School provides day room care, subject to an additional fee.
16. Parents / Legal Guardians should first approach the Homeroom Teacher / Teacher and then the Principal and only then to the School Manager or to the educational supervision body of the School with their individual concerns about Students and their learning and behavioral difficulties.
17. Teacher office hours / consultations are arranged for Parents every month.
18. Extracurricular classes are run at the School as follows:
  1. Day room care: classes funded by the School from the day room fee;
  2. Optional classes arranged for at the request of Parents: fully funded by Parents; and

3. Language classes run as the Language School.
19. Extracurricular classes are arranged for and scheduled at the option of the School Principal in consultation with the Manager.
20. The School may arrange for religion or ethics classes at the Parents' request.

### **Student Admissions**

#### Article 12

1. Student admissions to the School are based on an Educational Services Agreement between Parents / Legal Guardians and the School's Head of Teaching and Learning.
2. Children who have attended "Buzzy Bee" Nursery and siblings of the School Students have a priority right in admissions, subject to a successful admission interview.
3. For a Student to be admitted to the School:
  1. The Student's Parents / Legal Guardians must sign an Educational Services Agreement;
  2. A non-refundable enrollment fee must be paid to meet the costs of the admission interview and the keeping of the Student's records;
  3. A preliminary interview must be held with the Parents / Legal Guardians;
  4. A school readiness assessment must be conducted; and
  5. The School Psychologist or Counselor must issue their opinion.

#### Chapter 5

### **Student Rights and Obligations**

#### Article 13

1. The Student's rights specifically include the right to:
  1. Respect of his/her dignity, good name and personal property;
  2. Reasonable and fair assessment of his/her conduct and academic performance;
  3. Learn about the subject curriculum and its content, purpose and requirements;
  4. Ask the Teacher questions if he/she does not understand the lesson subject or content;
  5. Develop own interests at school and join special interest classes or clubs;
  6. Be informed about the assessment, evaluation and grading criteria and rules applied by Teachers;
  7. Fairness and openness in assessment, evaluation and grading;
  8. Retest to improve his/her grade;
  9. Have at least one week's notice of any test (Students may not be burdened with more than three tests a week or more than one test a day); this does not apply to practical tests in physical education, music or arts;
  10. Elect his/her representatives to serve on the Student Council and on student cabinets in democratic elections;
  11. Decide on the appointment of the supervisor of the Student Council; and
  12. Develop his/her interests.
2. The Student's obligations specifically include the obligation to:
  1. Abide by the provisions of the School Bylaws and Policies;
  2. Conform to the instructions of the Teachers / Homeroom Teacher and the School Principal concerning the Teaching and Educational Program;
  3. Actively engage in lessons and optional classes;
  4. Take care of the School's property and neat appearance of classrooms;
  5. Show respect of Teachers and other School staff and fellow students;
  6. Do sports and play only in the specially designated areas (the sports hall or the playground); and
  7. Care for the School's reputation.

3. Students are obliged to care for their personal appearance.
4. Using mobile phones on the School's premises and during group outings to venues outside the School by Students is prohibited.

#### Article 14

##### **Removing Students from the List of Students**

1. A decision to remove a Student from the list of Students is at the discretion of the Manager in consultation with the School Principal and having sought advice of the Board of Teachers.
2. A Student may be removed from the list of Students at the School if:
  1. He/she uses physical violence, bullying or harassment against the School staff or other Students;
  2. He/she acts to the detriment of others;
  3. He/she disrupts classes;
  4. He/she routinely comes late to class or skips school/classes;
  5. He/she uses profanity;
  6. He/she brings items which may compromise health or life to the School;
  7. He/she drinks alcohol or smokes cigarettes, including e-cigarettes, uses illicit drugs or other psychoactive substances;
  8. He/she commits theft; or
  9. His/her behavior tarnishes the School's reputation in any way.
3. Parents / Legal Guardians may appeal against the decision to remove a Student from the list of Students to the Mazowieckie Superintendent of Schools/CEO (in accordance with the Polish Code of Administrative Procedure).
4. If a Student fails to earn the promotion, the Student may repeat the grade at the School. This is subject to availability of a place at the lower grade level.
5. The Student's designated district school receives a notice from the School Principal that the Student is no longer the School's client.

#### Article 15

##### **Rewards and Punishments**

1. The types of rewards and punishments to Students are detailed in the Common Schoolwide Assessment and Evaluation Policy.
2. Students acting through their Parents or Legal Guardians may appeal against the punishment imposed to the School Principal within 14 days of receipt of a relevant written notice.

#### Chapter 6

##### **Parent Rights and Obligations**

#### Article 16

1. Parents' rights specifically include the right to:
  1. Receive information about their children's conduct and academic performance during face-to-face meetings with the Homeroom Teacher/Teacher or Parents-Teacher meetings or via email;
  2. Learn about the curriculum and its content, purpose and requirements; and
  3. Receive advice and guidelines from Teachers and experts in identifying the root causes of behavioral or learning difficulties and in choosing the right measures of assistance to the child.
2. Parents' obligations specifically include the obligation to:
  1. Abide by the School Bylaws;
  2. Care for the School's reputation;
  3. Timely drop off and pick up children from the School and in so doing to observe the School's



- opening hours, lesson start times and the School's closing hours, allowing the time needed to use the cloakroom;
4. Where the child is not picked up by 6:00 p.m., the Parent/Legal Guardian is obliged to pay an extra fee to the School as set out in the Educational Services Agreement;
  5. Notify the School by phone/email of the reasons for the child's absence from the School, by 8:30 a.m.;
  6. Timely pay the tuition fee;
  7. Give an immediate notice of any food poisoning or infectious diseases;
  8. Bring healthy children to the School; and
  9. Notify the Teacher/Supervisor of any ailments (whether physical or mental) that the child may suffer from or any alarming symptoms in the child's behavior which affect the child's functioning in a group (illnesses, major family events, fears, worries, emotions, etc.).
2. The School Principal may decide to terminate the Educational Services Agreement with the Student's Parents/Legal Guardians in the following cases:
1. If the Parents/Legal Guardians are in default with payment of the tuition fees for a period of one month;
  2. If the Parents/Legal Guardians have concealed information about the Student's health status, which impedes the proper educational and teaching process;
  3. If either of the Parents/Legal Guardians causes common nuisance or breaches the peace of the School or infringes personal interests of any person on the School's premises, including the School Principal, Teachers or other Parents or Students; or
  4. If the Parents/Legal Guardians and Teachers fail to cooperate with each other in solving behavioral and academic issues, once the request to solve the same has brought no results.

## Chapter 7

### **School Staff Rights and Obligations**

#### Article 17

1. Teachers and other School staff are employed in compliance with the applicable laws and regulations, including but not limited to the Polish Labor Code.
2. The rights and obligations of Teachers and Homeroom Teachers are set out in the provisions of the Polish Labor Code, the Teacher's Charter (only to the extent specified in Article 6, Article 22, Article 26 and Articles 75 to 78 (disciplinary liability); Articles 3.2 and 3.3 (secrecy of the Board of Teachers); Article 51, Articles 9 to 9i (professional promotion); and Article 91b.2 of the Teacher's Charter) and the School Bylaws and Policies.
3. The Teacher's obligations include:
  1. To achieve the goals and aims of the School in the educational process in accordance with the School Bylaws;
  2. To assess, evaluate and grade Students so as to reflect their performance and conduct, taking account of the rules contained in the Common Schoolwide Assessment and Evaluation Policy;
  3. To choose curricula, course books, teaching aids and educational resources at his/her discretion in consultation with the School Principal;
  4. To contribute to the creation of thematic blocks based on the selected curriculum;
  5. To issue recommendations for rewards or distinctions or punishments to Students;
  6. To take his/her professional or academic knowledge to a higher level;
  7. To attend training and workshops arranged for by the School;
  8. To conduct teaching, educational and care work and be responsible for the quality of that work and to watch for the safety, health and life of the Students under his/her care and custody;
  9. To properly structure the teaching process;
  10. To care for the teaching aids and the school equipment;
  11. To support Students' mental and physical development and talents and interests;

12. To remain impartial and unbiased in assessing and to ensure fair treatment of Students;
  13. To offer Students assistance in eliminating their school failures;
  14. To arrange for entries in school and out-of-school competitions;
  15. To improve his/her teaching skills and enhance his/her knowledge;
  16. To conduct care and educational classes to meet Students' needs and interests; and
  17. To attend meetings of the Board of Teachers and Parents-Teacher meetings.
4. A Teacher has the right to:
    1. Freedom of conscience and religion;
    2. Respect of his/her personal dignity;
    3. Accurate appraisal of his/her performance; and
    4. Choose the methods of work, curricula and course books.
  5. A Teacher is responsible for:
    1. The life, health and safety of Students during curricular and extracurricular classes administered by the School;
    2. The level of instruction and education of his/her assigned Students; and
    3. The property entrusted to him/her by the School Principal.
  6. The Homeroom Teacher's obligations specifically include the obligation to:
    1. Care for the health and safety of all Students;
    2. Take action to resolve team conflicts and conflicts between Students and other members of the School community;
    3. Create a supportive environment for the Student growth;
    4. Provide individual care to every Student;
    5. Ensure that classrooms are kept tidy and that classrooms and notice boards for Parents have a neat appearance and protect the school property;
    6. Work with Teachers of optional classes;
    7. Cooperate with Parents;
    8. Attend group and face-to-face meetings (during office hours and consultations) with Parents;
    9. Take active part in meetings of the Board of Teachers, Open Days and other School events; and
    10. Perform other activities assigned by the School Principal.
  7. The School Counselor is obliged to:
    1. Engage in the implementation of the School's Education and Behavior Management Program;
    2. Evaluate the Students' conduct grades;
    3. Issue opinions on matters of the School functioning and life; and
    4. Collaborate with psychology and counseling centers and with other specialist services.
  8. The School Psychologist is obliged to:
    1. Offer assistance to Students in difficult schooling or family situation;
    2. Ensure the appropriate development of Students;
    3. Take educational, behavior management or preventive measures;
    4. Work with Teachers, Parents, Students and other institutions supporting children and youth education;
    5. Identify the root causes of Students' poor performance at school;
    6. Arrange for various forms of psychological and counseling assistance;
    7. Help Students manage peer conflict;
    8. Offer help in schooling difficulties; and
    9. Support the care and educational efforts of Teachers.
  9. Administrative and service staff are obliged to:
    1. Ensure the School's operation as an institution;
    2. Keep the facility and its surroundings clean and in order; and
    3. Ensure safety of Students.
  10. Administrative and service staff have the right to:
    1. Freedom of conscience and religion;
    2. Respect of their personal dignity; and

3. Accurate appraisal of their performance.
11. Smoking tobacco (including e-cigarettes), having or using alcohol, illicit drugs or intoxicating substances or having any items or substances which may compromise health or life is strictly prohibited for all the School staff on the School's premises and during any classes with Students.
12. All staff members are bound by the prohibition on using mobile phones while performing their job duties unless the phone use is made for professional purposes where an immediate intervention is required.

## Chapter 8

### Fundraising

#### Article 18

1. The School may arrange for and administer early developmental support classes for children. The School Principal in consultation with the Manager determines, on a case by case basis, how such classes are to be arranged, on the grounds of an assessment issued by a psychology and counseling center and recommending early developmental support, with regard to the recommendations contained in that assessment.
2. The School's operation is financed from the funds of the Manager as well as subsidies referred to in Article 90 of the Act, donations, European Union funding within programs dedicated to projects for education, local government unit funds for education and other special purpose funds and other sources such as, e.g., festivals, provision of optional classes, sublease of premises and tuition and enrollment fees.
3. Subsidies referred to in Article 90 of the Act are allocated to pay for the achievement of the School's teaching, educational and care and social prevention aims. Such subsidies may only be used as follows:
  1. To meet running expenses of the School, including each and every expense incurred in the pursuit of the School's objects, including on:
  2. Compensation of the natural person running the School if that person is the School Principal as appropriate;
  3. Pay for the expenses involved in the performance of the duties of the Manager as set out in Article 5.7 of the Act, except capital expenditure and capital purchases, purchase and subscription of shares or payment of contributions to commercial companies;
  4. Purchase of property, plant and equipment and intangible assets, including:
    - a) Books and other library resources;
    - b) Teaching aids for the teaching and educational process at the School;
    - c) Sports and leisure equipment;
    - d) Furniture; and
    - e) Other property, plant and equipment and intangible assets not exceeding the amount set out in the corporate income tax laws for which depreciation is considered to be 100% deductible expenses at the time of commissioning.
4. The tuition fee and enrollment fee rates are fixed by the School Manager.
5. Failure to pay the tuition fee for a period of one month results in the Student's removal from the list of Students at the School.
6. In the event of withdrawal from attending the School or removal from the list of Students no reimbursement will be made of the enrollment fee and the tuition fee due for the commenced month of learning and the fees outstanding for the preceding periods will be enforced.

Chapter 9

**Final Provisions**

Article 19

1. Amendments to these Bylaws as well as the decision to dissolve the School are left to the discretion of the School Manager in accordance with the Education Law Act of December 14, 2016 (Dz. U. 2017 items 59 and 949).
2. All matters not specifically provided for in these Bylaws are decided by the School Manager.
3. These Bylaws apply in equal measure to all members of the School community, i.e.
  1. Teachers;
  2. Parents / Guardians; and
  3. Service and administrative staff.
4. These Bylaws come into force and effect as of October 1, 2017.

Monika Allen