



NIEPUBLICZNA  
POLSKO-ANGIELSKA  
SZKOŁA PODSTAWOWA

# Bylaws

## of Private Polish-English Primary School

### "Vancouver Schools"

02-436 Warsaw, Globusowa 38

## Chapter I.

### General provisions

#### § 1

1. The legal basis of these Bylaws of: Private Polish-English Primary School "Vancouver Schools" are:
  - 1) Constitution of the Republic of Poland of April 2, 1997 (Journal of Laws of 1997, No. 78, item 483, as amended);
  - 2) Regulation of the Prime Minister of June 20, 2002 on the principles of legislative technique (Journal of Laws of 2002, No. 100, item 908);
  - 3) The Act of 7 September 1991 on the education system;
  - 4) The Act of 11 January 2017 Education Law;
  - 5) The Act of 26 January 1982 Teacher's Charter - (Journal of Laws of 2016, item 1379 and of 2017, item 60);
  - 6) Regulation of the Minister of National Education of May 21, 2001 on the framework statutes of public kindergartens and public schools (Journal of Laws of 2001, No. 61, item 624, as amended).

#### § 2

1. Whenever the statute refer to the "School", it should be understood as the Private Polish-English Primary School "Vancouver Schools".
2. Whenever the statute refers to "Students", it should be understood as students of the Private Polish-English Primary School "Vancouver Schools".
3. Whenever the statute refer to the "Manager", it should be understood as Ms. Monika Allen.
4. Whenever the statute refer to "Teachers", it should be understood as teaching staff of the Private Polish-English Primary School "Vancouver Schools".
5. Whenever the statute refers to "Parents", it should be understood as parents (legal guardians) of students of the Private Polish-English Primary School "Vancouver Schools".
6. Whenever the statute refer to the "Principal", it should be understood as the principal of the Private Polish-English Primary School "Vancouver Schools".
7. Whenever the statute refer to the "Head of Administration", it should be understood as the Head of Administration of the Private Polish-English Primary School "Vancouver Schools".
8. Whenever the statute refers to the "Board of Teachers", it should be understood as the board of teachers of the Private Polish-English Primary School "Vancouver Schools".

9. Whenever the statute refers to an “Act”, it should be understood as the act of 7 September 1991 on the education system (Journal of Laws of 2016, items 1943, 1954, 1985 and 2169, and of 2017, item 60). ).

### **Name and type of school**

#### **§ 3**

1. The School name is Private Polish-English Primary School "Vancouver Schools".
2. The School uses the official seal with the following content - Niepubliczna Polsko-Angielska Szkoła Podstawowa w Warszawie .
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 exercised by the Mazovian Superintendent of Schools.
6. The School is a private primary school, carrying out its tasks in the course of an 8-year cycle of teaching and education with grades 1-8 in the organizational structure in accordance with the "Education Law of December 14, 2016 (Journal of Laws of 2017, pos. 59 and 949) "and conducts external examinations in accordance with separate regulations.
7. The School follows the rules established by the Ministry of National Education and Science for assessing, classifying and promoting students, detailed in Internal Grading and Assessment 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 established at a 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**

#### **§ 4**

1. The ultimate goal of the School is to prepare the Student to cope with the modern world.
2. The school achieves its goal by:

- 1) providing Students with conditions enabling intellectual, moral, emotional and physical growth according to their individual developmental and educational needs, in the atmosphere of mutual goodwill, respect for personal dignity and freedom of belief and conviction, as well as the freedom to choose preventive health care;
- 2) striving to strengthen the Students' self-assurance, the belief in own success and to build self-confidence in Students;
- 3) instilling and developing in Students a natural disposition to learn about the world;
- 4) respecting the Students' right to independently seek solutions, make choices, make mistakes, take risks;
- 5) motivating and inspiring Students to act independently, experiment, reflect, and draw conclusions;
- 6) developing communication skills in Polish and in English;
- 7) developing social, collaboration, negotiation and shared decision making skills;
- 8) developing cognitive curiosity and sensitivity to the beauty of the surrounding world.

## Chapter II

### **School Management**

#### § 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, 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 the School Regulations, 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;

10) determines the scope and ways of providing psychological and pedagogical assistance.

### Chapter III

#### **School Bodies**

##### §6

1. The School Bodies are:

- 1) School Principal,
- 2) Head of Administration,
- 3) Board of Teachers,
- 4) Student Council.

##### § 7

1. School Principal:

- 1) performs pedagogical supervision;
- 2) conducts observations of curricular and extracurricular classes;
- 3) represents the School by building its image both externally and internally;
- 4) acquires new customers, holds discussions with prospective clients and signs agreements with clients;
- 5) in consultation with the School Manager, recruits teachers and employees of the School and signs contracts with them;
- 6) participates in meetings with Parents;
- 7) takes care of Students and creates conditions for favorable psychophysical development through active proactive commitment to health;
- 8) organizes psychological and pedagogical assistance to Students with individual developmental and educational needs;
- 9) chairs meetings of the Board of Teachers;
- 10) collects information about Teachers' work in order to evaluate their performance as set out in separate laws and regulations;
- 11) assesses the work of the staff;
- 12) seeks and implements new ideas regarding educational and organizational matters;
- 13) informs the Manager about the daily activities of the School;
- 14) ensures the appropriate level of the didactic 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 informing about the date and agenda of meetings of the Board of Teachers in accordance with its Regulations;
- 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 regarding educational and organizational matters;
- 8) keeps the Manager informed about the daily School operation;
- 9) participates in meetings with Parents;
- 10) acquires new customers, holds discussions with prospective clients and signs agreements with clients.

§ 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 the request of at least 1/3 of its members.
7. The Board of Teachers proceeds in compliance with its adopted internal regulations.
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 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) approve 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) adopts resolutions on experiments and innovations at the School;
- 5) meetings of the Board of Teachers are recorded by a person appointed by the Chairperson and entered in the book of minutes, which is the basic document of the Board of Teachers' activities;
- 6) adopt resolutions on removing a Student from the list of Students;
- 7) requests changes to the School Bylaws;
- 8) prepares draft School Regulations;
- 9) prepare 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;
- 12) adopts the Internal Grading and Assessment Policy (WZO).

§ 9

1. The Students' Council is a consultative body representing the School's Student community.
2. The Students Council comprises representatives of the classes elected by the assembly of all Students of all classes.
3. The rules of operation of the Student Council and the method of its election are specified in the Regulations of the Student Council, adopted by all students and approved by the School Principal.
4. The supervisor of the Student Council is a Teacher approved by the Students.
5. The Students' Council may present to the Board of Teachers and to the School Principal recommendations and opinions regarding the School.
6. The Student Council has the right to:
  - 1) organize school life, including arranging for cultural, sports and entertainment activities in consultation with the Head of Teaching and Learning;
  - 2) edit and publish a school newspaper and to contribute to the website.

## § 10

1. The School Bodies are authorized to act freely and pass resolutions, orders and decisions within their competences.
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.
5. Any disputes 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 IV

### **School Organization**

## § 11

1. Education at the School is provided for a fee.
2. The basic organizational unit at the School is a division (grade) 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 conducted in the School. The decision in this matter is made by the Board of Teachers after the project is positively evaluated by the Manager.
5. The school is open from 7.00 am till 6.00 pm, Monday through Friday.
6. For Grades 4 to 8, the duration of a lesson is 45 minutes. The duration of the 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 duty 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 and Science.
9. The school year is divided into 2 semesters. Detailed rules of the school year division are set out in the Internal Grading and Assessments Policy (WZO). Days free from classes are



the days specified as such in the school year calendar and the days identified as such under separate regulations.

10. Boarding is provided at the School as catering services. In this regard, the School follows Article 106 and 106a of the Education Law of 11 January 2017 as amended.
11. The costs of boarding are charged to Parents.
12. The school may operate an incomplete structure of divisions (grades).
13. At the School, English is taught for an increased number of hours compared to the Framework Curriculum of the Ministry of National Education and Science.
14. The rights and obligations of Teachers and Class Teachers are set out in Chapter VII of these Bylaws and by the applicable education laws.
15. The school provides day room care as part of the tuition fee.
16. Parents / Legal Guardians should first approach the Teacher / Class 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. Each month, Teachers duty hours / consultations with parents are organized.
18. The School organizes extracurricular classes as follows:
  - 1) additional classes organized at the request of Parents - are funded fully by Parents;
  - 2) language classes organized as part of 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 organize religion and ethics lessons, at Parents' request.

### **Intenal grading**

#### § 11a

1. Principles of assessing, classifying and promoting students of the Vancouver School are regulated by the Internal Grading and Assessment Policy (WZO).
2. The Internal Grading and Assessment Policy include:
  - 1) general principles;
  - 2) the rules of behavior evaluation;
  - 3) rules for assessing students at the level of the first stage of education;
  - 4) rules for assessing students at the level of the second stage of education;
  - 5) general criteria for grading in each subject on individual levels of requirements.

## § 11b

1. During the time of limitation of the functioning of the school, learning is carried out stationary for grades 1-8 with the use of distance learning methods and techniques.
2. During the distance learning period, the class schedules for grades I-VIII becomes a remote work plan, including the online lessons' plan; only the school principal makes the necessary modifications. Teachers include alternating learning with and without screen monitors.
3. The basic form of distance learning are online lessons on the MS Teams platform.
4. Distance learning is carried out with the use of materials provided by teachers on the platform.
5. Teachers are required to follow the core curriculum, and in grade 8, additionally prepare students for the eighth-grade exam.
6. Students and Teachers should have information and communication technology equipment appropriate to participate in online classes (computer, laptop, tablet, telephone) and access to Internet.
7. The Teacher conducts lessons online in a designated real time, using the MS Teams platform, using voice or voice-video connections.
8. The online lesson lasts 45 minutes, but during this time the Teacher can order the Students to complete a task on their own, not requiring the presence at the computer. During the lesson, the Teacher is always available to students in the MS Teams application (voice-visual connection).
9. Students who cannot take part in an online lesson are obliged to read the material of a given lesson and complete a note - as in the case of absences from classroom lessons, the absence is recorded as unexcused until it is justified by the Parent.
10. Teachers may, in consultation with the school Principal, in accordance with the Students' needs, abilities and health and safety rules, replace some of the online classes with other available distance learning methods and techniques.
11. Teachers plan Students' written work in a schedule in the electronic journal.
12. Teachers, when assigning homework, adjust its scope and the time needed to complete it to the psychophysical abilities of Students.
13. Teachers communicate with Students (including handing over tasks to be done and collecting written work) via the Microsoft Teams application, while with Parents via the Librus electronic journal.
14. The Class Teacher, in cooperation with Teachers teaching in a given class, monitors the psychological safety of students and the burden of duties, home conditions, access to equipment and the Internet, and even homework assignments and tests.

15. Forms of work with Students who have the opinion of a psychological and pedagogical counseling center should take into account the recommendations resulting from the above-mentioned documents (including extending working time, selecting the appropriate form of work).
16. In the case of the Student's absence, the Teacher contacts the Parent in order to explain the situation, and informs the Principal in the event of no contact with the Parent.
17. Homework and reading the assigned material is obligatory for every Student. If a Student has a problem with access to a computer or the Internet, this fact should be reported to the Class Teacher in order to establish another form of providing the necessary material. The Class Teacher is obliged to report such information to the Principal.
18. During the online lesson, Students should have cameras and microphones turned on, unless the Teacher decides otherwise.

### **Student Admissions**

#### § 12

1. Student admissions to the School are based on an Educational Services Agreement between Parents / Legal Guardians and the School's Principal.
2. Children who have attended the "Buzzy Bee" Preschool, as well as siblings of the School Students have a priority right in admissions, subject to a successful admission interview.
3. The condition for admitting the Student to the School is:
  - 1) signing the Educational Service Agreement by the Student's Parents / Legal Guardians;
  - 2) payment of the non-refundable enrollment fee, which covers the costs of the admission interview and keeping the Student's records;
  - 3) a preliminary interview with the Parents / Legal Guardians;
  - 4) assessment of school readiness;
  - 5) opinion of the School Psychologist or School Pedagogue.

### Chapter V

### **Students Rights and Obligations**

#### § 13

1. The Student's rights specifically include the right to:
  - 1) respect for one's dignity, good name and personal property;
  - 2) reasonable and fair assessment of one's behavior and learning progress;

- 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 and content;
  - 5) develop one's own interests at school and participate in activities of classes and 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 mark;
  - 9) have at least one week's notice of any test (Students may not be burdened with more than two 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 class council in democratic elections;
  - 11) decide on the appointment of the supervisor of the Student Council;
  - 12) develop interests.
2. The Student's obligations include in particular the obligation to:
    - 1) Abide by the provisions of the School Bylaws and Regulations;
    - 2) follow the instructions of the Teachers / Class Teacher and the School Principal concerning the Teaching and Educational Program;
    - 3) actively participate in lessons and extracurricular activities;
    - 4) take care of the School's property and the aesthetics of classrooms;
    - 5) respect the Teachers and other School employees, and fellow students;
    - 6) practice sports and participate in games only in designated areas (the gymnasium, the playground);
    - 7) care for the good name of the School.
  3. Students are required to look after 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 unless the Teacher allows it.

## § 14

### **Removing a Student 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 when:

- 1) uses physical or mental violence against the School staff or other Students;
  - 2) act to the detriment of other people;
  - 3) makes it impossible to conduct classes;
  - 4) is notoriously late for lessons or skips classes;
  - 5) uses vulgar vocabulary;
  - 6) brings items that may pose a threat to health and life to the School;
  - 7) drinks alcohol, smokes cigarettes, also in the form of e-cigarettes, uses illicit drugs and other psychoactive substances;
  - 8) commits theft;
  - 9) his / her behavior tarnishes the School's reputation in any way.
3. Parents / Legal Guardians have the right to appeal to the Mazovian Superintendent of Schools (in accordance with Polish Code of Administrative Procedure) against the decision to remove a Student from the list of Students of the School.
  4. In the event of failure to obtain 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 Principal notifies the Student's designated district school that the Student is no longer the School's client.

## § 15

### **Rewards and Penalties**

1. The types of rewards and penalties for Students are specified in detail in the Internal Grading and Assessment Rules and School Regulations.
2. Students, through their Parents or Legal Guardians, have the right to appeal against the imposed penalty to the School Principal within 14 days from the date of receiving a relevant written notice.

## Chapter VI

### **Parent Rights and Obligations**

## § 16

1. Parents' have the right to:
  - 1) receive information about their children's conduct and academic performance during face-to-face meetings with the Class Teacher/Teacher or Parents-Teacher meetings or via email;
  - 2) learn about the curriculum, its content, purpose and requirements;

- 3) receive advice and guidance 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 include in particular 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) informing the school by phone / e-mail of the reasons for the child's absence from the School by 8:30 am;
    - 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;
    - 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.
  3. The Principal may decide to terminate the Educational Services Agreement with the Student's Parents/Legal Guardians in the following cases:
    - 1) Parents / Legal Guardians are in default with the payment of tuition fees for a period of one month;
    - 2) Parents / Legal Guardians have concealed the information about the Student's health, 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;
    - 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 VII

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

#### §. 17

1. Teachers and other School Staff are employed in compliance with applicable laws and regulations, in particular the Labor Code.
2. The rights and obligations of Teachers and educators are defined in the provisions of the Labor Code, the Teacher's Charter (only to the extent specified in Art. 6, Art. 22, Art. 26, Art. 75-78 (disciplinary liability), Art. 3 (secrecy of the Pedagogical Council), art.51, art.9-9i (professional promotion), art.91b section 2 of the Teacher's Charter), the Statutes and the School Regulations.
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 Internal Grading and Assessment Policy;
  - 3) to decide on the selection of programs, textbooks, teaching aids and educational aids 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 penalties to Students;;
  - 6) to take their professional and scientific knowledge to a higher level;
  - 7) to participate in training courses and workshops organized by the School;
  - 8) to conduct teaching, educational and care work 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 organize the teaching process;
  - 10) to take care of teaching aids and school equipment;
  - 11) to support the psychophysical development of students and talents and interests;
  - 12) to remain impartial and objective in assessing and ensure fair treatment of Students;
  - 13) to offer Students assistance in eliminating school failures;
  - 14) to arrange for entries in school and out-of-school competitions;
  - 15) to improve his/her teaching skills, enhance one's knowledge;
  - 16) to conduct care and educational activities to meet Students' needs and interests;
  - 17) to participate in meetings of the Board of Teachers and meetings with Parents.
4. The Teacher has the right to:
  - 1) preserve the freedom of conscience and religion,
  - 2) preserve the freedom to choose preventive health care,
  - 3) respect of his/her personal dignity,

- 4) accurate assessment of their performance,
  - 5) choose the working methods, curricula and course books.
5. The Teacher is responsible for:
- 1) the life, health and safety of Students during curricular and extracurricular classes organized by the School;
  - 2) the level of teaching and education of the Students entrusted to him/her;
  - 3) the property entrusted to him by the School Principal.
6. The obligations of the Class Teacher include in particular the obligation to:
- 1) take care of the health and safety of all Students;
  - 2) take action to resolve conflicts in the class and between Students and other members of the School community;
  - 3) create conditions supporting the development of the Student;
  - 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) cooperation with Teachers of extracurricular activities;
  - 7) cooperate with Parents;
  - 8) participate in group and individual meetings (duty hours and consultations) with Parents;
  - 9) take active part in meetings of the Board of Teachers, Open Days and other School events;
  - 10) perform other activities assigned by the School Principal.
7. The School Pedagogue is obliged to:
- 1) participate in the implementation of the School's Education and Behavior Management Program;
  - 2) give opinions on the assessment of students' behavior;
  - 3) express opinions on matters related to the School's life and functioning;
  - 4) cooperate with psychological and pedagogical counseling centers and other specialist counseling centers.
8. Administration and service employees are obliged to:
- 1) ensure the School's operation as an institution;
  - 2) maintain the facility and its surroundings in order and cleanliness;
  - 3) ensure Students' safety.



9. Administration and service employees have the right to:
  - 1) preserve the freedom of conscience and religion;
  - 2) respect of their personal dignity;
  - 3) accurate evaluation of their work.
10. 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.
11. 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 VIII

### **Fundraising**

#### § 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 to cover the School's running expenses, including all expenses incurred for the School's activities, including:
  - 1) compensation of the natural person running the School, if that person is the School Principal as appropriate;
  - 2) 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;
  - 3) 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 recreational equipment,
  - d) furniture,
  - 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. In the event of failure to pay the tuition fee for a period of one month, the Student is removed from the list of students of 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 IX

### **Final Provisions**

#### §. 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:
  - 1) Teachers;
  - 2) Parents / Guardians;
  - 3) Service and administrative staff.
4. These Bylaws come into force and effect as of September 1, 2022.

Monika Allen