

# STATUTE

OF PRIVATE PRIMARY SCHOOL

COMPLEX OF SILESIAN INTERNATIONAL SCHOOLS



Complex of Silesian  
International Schools

## CHAPTER 1

### GENERAL PROVISIONS

#### § 1

The Private Primary School Complex of Silesian International Schools in Katowice, hereinafter referred to as the "School", is a non-public primary school run by a natural person, Krystian Kałuża, hereinafter referred to as the "Governing Body".

#### § 2

The School is located in the educational building at Witosa St. 18 in Katowice.

#### § 3

Pedagogical supervision over the School's activities is exercised by the Silesian Education Supervisor, hereinafter referred to as the "Supervisory Body".

#### § 4

The School Statute is the basic legal act regulating the School's activities. The regulations created on its basis, in particular, cannot be contradictory to it, and also cannot undermine the issues resolved in the Statute.

#### § 5

1. The school has the right to use official seals: small and large.
2. The large seal contains the following text: "Prywatna Szkoła Podstawowa Complex of Silesian International Schools w Katowicach".
3. The small seal contains the following text: "Prywatna Szkoła Podstawowa Complex of Silesian International Schools w Katowicach".

#### § 6

1. The School is a non-public school as referred to in art. 14 section 3 of the Act of 14 December 2016, Education Law (Journal of Laws 2017, item 59, as amended, hereinafter referred to as the "Education Law").
2. The school may run the following departments:
  - 1) Polish branches operating on the basis of programmes taking into account the Polish core curriculum of general education approved by the Minister of National Education;
  - 2) international branches operating on the basis of programmes that take into account the Polish core curriculum of general education approved by the Minister of National Education and the Cambridge Primary Programme and Cambridge Secondary 1 programmes issued by Cambridge Assessment, of which the School is an authorised centre.
3. The provisions of the Statute shall apply accordingly to the international

branches of the School, taking into account the applicable legal provisions regulating their organization and functioning.

#### § 7

At every stage of education, the school enables its students to transfer to a school that does not have international branches and continue their education in such a school.

#### § 8

1. In international departments, the language of instruction is English.
2. In accordance with the provisions of the law concerning international departments, for students of these departments who have Polish citizenship, the School provides Polish language, history of Poland and geography of Poland in the native language in accordance with the core curriculum of general education established on the basis of the relevant provisions of law. For students of international departments who do not have Polish citizenship, the School provides Polish language teaching as a foreign language at a level adapted to the needs and capabilities of foreigners.

#### § 9

The cycle of education at the School lasts 8 years and ends with the eighth-grade exam..

#### § 10

1. The school implements a curriculum in accordance with applicable legal regulations, educating in a full-time system.
2. The international branches implement the following programme: Cambridge Assessment International Education.

#### § 11

The decisions of the Governing Body are binding on all the School bodies: the School Principal, the International Program Coordinator, the Pedagogical Council, the Student Government.

#### § 12

Material resources, including financial resources, for the needs of the School are collected by the Governing Body.

## CHAPTER 2

### MISSION, GOALS AND TASKS OF THE SCHOOL

#### § 13

1. The mission of the School is to educate in an interdisciplinary, holistic and intercultural way. The School aims to provide comprehensive development of young people. The School shows students ways of acquiring knowledge, helps them in their intellectual, emotional and social development, takes care of their health and moral development and teaches critical thinking. An important aspect of the implemented school curricula is intercultural dialogue. The most important educational tasks of the School include: promoting the principles of tolerance, equality, subsidiarity, mutual understanding and treating each other with respect. The educational and upbringing process conducted by the School is to prepare students to function in the contemporary and future, rapidly changing world, to take responsibility and to fulfill social roles by constantly improving their knowledge, skills and key competences, in an atmosphere of respect for the cultural heritage of humanity, tradition and national identity.
2. The overriding idea of the School is the well-being of the student. The main goal of the School is to provide students with the opportunity for full intellectual, psychophysical and moral development in conditions of respect for their dignity and freedom of worldview and religion.
3. The school is open to various ideas and worldviews, but does not tolerate views that undermine the good and dignity of a human being, any ethnic group or nation, and supports students' sense of national and ethnic belonging.

#### § 14

The School's tasks include in particular:

- 1) enabling and supporting students in acquiring the knowledge and skills necessary to obtain a certificate of completion of the School;
- 2) encouraging students to independently and skillfully search, select, analyze and use information;
- 3) supporting and shaping students' skills of independent work and critical thinking in the learning process;
- 4) ensuring that students acquire appropriate skills to function in the information society, in particular by shaping proficiency in searching, organizing and using information from various available sources, including the use of information and communication technologies;
- 5) supporting students in developing towards full maturity in the physical, emotional, intellectual, spiritual and social spheres, reinforced and supplemented by activities in the field of prevention of children and youth problems;

- 6) modeling pro-social attitudes in students, including through the possibility of participating in volunteering activities that support students' active participation in social life;
- 7) shaping students' attitudes that condition efficient and responsible functioning in the modern world;
- 8) disseminating knowledge and skills necessary for active participation in national and world culture and art among students;
- 9) providing students with knowledge about the principles of sustainable development and shaping attitudes that support its implementation on a local, national and global scale;
- 10) shaping students' knowledge about the principles of rational nutrition and counteracting food waste in support of developing appropriate habits;
- 11) developing skills in creating an environment conducive to health and developing the habit of caring for one's own health and the health of others;
- 12) supporting students in acquiring entrepreneurial and creative attitudes that support active participation in economic life;
- 13) preparing students to choose a profession and direction of education;
- 14) supporting in providing conditions for the development of students' interests and talents and shaping social activity and skills in spending free time;
- 15) disseminating knowledge about safety among students and shaping appropriate attitudes towards threats, including those related to the use of information and communication technologies, and emergency situations;
- 16) providing students with special educational needs with better educational opportunities by supporting their curiosity, activity and independence, as well as shaping their knowledge and skills that are important in school education;
- 17) shaping students' civic attitudes, attitudes of respect for the traditions and culture of their own nation, as well as attitudes of respect for other cultures and traditions;
- 18) preventing any discrimination;
- 19) supporting students in shaping emotional intelligence and moral and ethical awareness;
- 20) supporting and developing students in the process of general education by shaping attitudes that are conducive to their further individual and social development, such as: honesty, credibility, responsibility, perseverance, self-esteem, respect for other people, cognitive curiosity, creativity, personal culture, taking initiatives.
- 21) cooperating with Parents (Legal Guardians) in the proper development and education of students.

The school implements its goals and tasks in particular through::

- 1) providing individual educational, pedagogical and psychological care for students through:
  - a) organizing meetings of the School Principal and the International Program Coordinator with newly admitted students and parents (legal guardians);
  - b) individual conversations between the teacher and the students and their parents (legal guardians);
  - c) care of a school counsellor or psychologist;
  - d) organization of integration activities;
  - e) assistance in adapting the student to the new environment;
  - f) cooperation with the psychological and pedagogical counselling centre;
  - g) conducting an in-school career counselling system covering all activities undertaken by the School in order to properly prepare students for choosing their further education path;
- 2) adapting educational requirements to individual developmental and educational needs and psychophysical capabilities of students, including students:
  - a) those with a decision on the need for special education – based on this decision and the provisions included in the individual educational and therapeutic programme referred to in Article 127 paragraph 3 of the Education Law;
  - b) those with a decision on the need for individual teaching – based on this decision;
  - c) who have an opinion from a psychological and pedagogical counselling centre, including a specialist counselling centre, on specific difficulties in learning or another opinion from a psychological and pedagogical counselling centre, including a specialist counselling centre, indicating the need for such adjustment – based on this opinion;
  - d) who do not have the decisions or opinions mentioned in letters a)-c), who are covered by psychological and pedagogical assistance at the School – based on the recognition of individual developmental and educational needs and individual psychophysical abilities of students and environmental factors influencing their functioning at the School;
- 3) organising specialist individual classes conducted by teachers with appropriate professional qualifications, including running interest and subject clubs, didactic-compensatory classes and corrective gymnastics classes;
- 4) organizing extracurricular and out-of-school activities;
- 5) providing students with teaching aids and work tools in the educational process;
- 6) the use of innovative program, organizational and methodological solutions in the education process;
- 7) employing qualified staff and ensuring their development and improvement of qualifications;
- 8) cooperation with parents (legal guardians) in the proper development and

- education of students;
- 9) cooperation with external organizations, institutions and entities working for the benefit of the family, children and youth.

#### §16

1. The school takes care of the safety and health of students staying on its premises by:
  - 1) adapting the infrastructure, equipment and work organization of the facility to the applicable legal standards relating to occupational health and safety and education, including sanitary-epidemiological and fire safety;
  - 2) conducting classes for students in the field of risk behavior prevention, health prevention, addiction prevention and principles of proper nutrition;
  - 3) promoting physical culture and organizing recreational and sports activities;
  - 4) running a school nurse's office.
2. The school ensures full safety of students during classes organized by the school by:
  - 1) providing teacher care during educational activities;
  - 2) teacher duty hours at times and places designated by the School Principal;
  - 3) familiarizing students with the rules of using laboratories and subject workshops;
  - 4) educational and teacher care during educational trips and school excursions;
  - 5) organizing replacements for absent teachers;
  - 6) closing school buildings for the duration of the classes;
  - 7) ensuring safe conditions for conducting physical education classes.

#### § 17

1. The school organizes psychological and pedagogical assistance on the principles specified in the currently applicable legal provisions, in particular on the basis of the provisions of the Regulation of the Minister of National Education of 9 August 2017 on the principles of organizing and providing psychological and pedagogical assistance in public kindergartens, schools and institutions (Journal of Laws 2017, item 1591, as amended, hereinafter referred to as the "Regulation").
2. Using psychological and pedagogical support organized by the School is voluntary and free of charge.
3. Psychological and pedagogical assistance provided to students at the School consists in recognizing and satisfying the individual developmental and

educational needs of the student and recognizing the individual psychophysical capabilities of the student and environmental factors influencing their functioning at the School, in order to support the development potential of the student and create conditions for their active and full participation in the life of the School and in the social environment.

4. The student may be provided with psychological and pedagogical assistance, in particular due to the occurrence of:
  - 1) disability;
  - 2) social maladjustment;
  - 3) risk of social maladjustment;
  - 4) behavioral or emotional disorders;
  - 5) special talents;
  - 6) specific learning difficulties;
  - 7) competence deficits and language disorders;
  - 8) chronic disease;
  - 9) crisis or traumatic situations;
  - 10) educational failures;
  - 11) environmental neglect related to the living situation of the student and his/her family, the way of spending free time and environmental contacts; adaptation difficulties related to cultural differences or a change in the educational environment, including those related to previous education abroad.
5. Psychological and pedagogical assistance provided at the School to parents (legal guardians) and teachers, provided in the form of advice, consultations, workshops and training, consists in supporting them in solving educational and didactic problems and developing their educational skills in order to increase the effectiveness of assistance provided to students.
6. At the School, psychological and pedagogical assistance is provided during ongoing work with the student and through integrated activities of teachers and specialists, as well as in the form of:
  - 1) therapeutic classes;
  - 2) classes developing talents;
  - 3) classes developing learning skills;
  - 4) didactic-compensatory;
  - 5) specialist classes: corrective-compensatory, speech therapy, developing emotional and social competences and other therapeutic classes;
  - 6) classes related to choosing the direction of education and profession;
  - 7) individualized education path;
  - 8) advice and consultations;



9) workshops.

#### § 18

The implementation of the School's objectives may be supported by legal and natural persons, institutions and organizations on terms agreed with the Governing Body.

### CHAPTER 3

#### SCHOOL COMMUNITY

#### § 19

Students, parents (legal guardians), teachers and other employees of the School form the school community. Members of the school community participate in the life of the School directly and through the participation of their representatives in various bodies of the School.

#### STUDENTS – RIGHTS AND OBLIGATIONS

#### § 20

1. A child who turns 6 in a given calendar year and whose parents have submitted the required documents to the School may become a student of the School: an application for the child's admission to the School and a personal questionnaire, and in the case of a child who turns 6 in a given calendar year, a certificate of their use of preschool education in the school year preceding the start of their education at the School.
2. A student is admitted on the basis of a qualification interview or a competency test. The qualification committee is appointed by the School Principal.
3. The student's conduct at the School is subject to assessment; the criteria and method of assessing conduct are included in Annex No. 1 to the Statute "In-School Assessment"

#### § 21

1. The rights of the student result from the Convention on the Rights of the Child, adopted by the United Nations General Assembly on 20 November 1989 (Journal of Laws 1991, No. 120, item 526, as amended, hereinafter referred to as the "Convention on the Rights of the Child").
2. The basic right of the student is the right to education in conditions of respect for personal dignity and one's own beliefs, if they do not harm the good and dignity of another person, any ethnic or national group, religious belief or worldview.
3. In particular, the student has the right to:
  - 1) participation in the life of the School by participating in the work of the

**Student Government;**

- 2) a properly organized educational process, in accordance with the principles of mental hygiene;
- 3) educational care and conditions of stay at the School that ensure their safety;
- 4) friendly, subjective treatment in the didactic and educational process;
- 5) freedom to express thoughts and beliefs;
- 6) development of interests, abilities and talents;
- 7) fair, objective and open assessment and established methods of monitoring progress in learning;
- 8) help from the teacher in the event of difficulties in learning within his/her working time at school;
- 9) use of help from specialists in the field of psychological and pedagogical assistance;
- 10) showing their own activity in acquiring knowledge and skills using all the possibilities of the School;
- 11) presenting their problems to the class teacher, the Coordinator of the International Program, the School Principal and other teachers and obtaining help, answers and explanations from them;
- 12) participating in extracurricular activities;
- 13) representing the School in competitions, reviews, contests and other events, in accordance with one's abilities and skills;
- 14) notification by teachers of the date and scope of written knowledge tests;
- 15) notification of awards and penalties granted.

**§ 22**

1. In the event of a violation of his or her rights, a student may file a complaint with:
  - 1) class teacher;
  - 2) School Principal.
2. A student or their parents (legal guardians) may file a complaint in the event of non-observance or violation of the student's rights, as referred to in the Convention on the Rights of the Child.
3. The complaint should be submitted in writing and should include justification.
4. Withdrawal of the complaint results in the suspension of the complaint review process.
5. The Director shall review the complaint within 7 days from the date of its submission.

## § 23

1. The student's conduct at school and – in special cases, listed in the In-School Assessment – outside the school, if it is related to the fact of being a student, is subject to assessment.
2. A student may be rewarded for:
  - 1) achieving very high academic results and exemplary behavior;
  - 2) representing the school with dignity in extracurricular competitions (winners of external competitions);
  - 3) standing out particularly positively in the school community;
  - 4) exemplary attendance.
3. The student may be awarded, among others, in the following ways:
  - 1) a letter of commendation to parents (legal guardians);
  - 2) verbal commendation from the teacher or the School Principal in the presence of the class or school community;
  - 3) a material prize in the form of a book, computer program, gift card, etc.

## § 24

1. Every school student has an obligation:
  - 1) to comply with the provisions contained in the Statute and other internal documents of the School, in particular its regulations;
  - 2) to make full use of the time allocated for learning, work diligently to expand one's knowledge and skills, and systematically prepare for school classes;
  - 3) to act in accordance with the good of the school community, co-create the image of the School, behave in a dignified, cultured manner at School and outside it;
  - 4) to show respect for teachers, other employees of the School and colleagues, comply with the recommendations and orders of the School Principal, the International Program Coordinator, the Pedagogical Council, and teachers;
  - 5) to oppose behavior that violates applicable social norms;
  - 6) to respect the views and beliefs of other people;
  - 7) to respect the freedom and personal dignity of others;
  - 8) to keep correspondence and discussions on personal matters entrusted in confidence confidential;
  - 9) to take care of one's own safety and health and that of one's colleagues;
  - 10) to take care of the School's property and maintain cleanliness and order on the School premises;
  - 11) wearing a uniform while on the School premises (applies to classes where school uniforms are mandatory).

**2. Students are particularly prohibited from:**

- 1) staying at the School under the influence of alcohol, drugs and other substances with a similar effect;**
- 2) bringing alcohol, tobacco, drugs and other substances with a similar effect onto the School premises;**
- 3) bringing objects and substances that pose a threat to health and life (dangerous objects, knives, all kinds of weapons, including bladed and sports weapons, fake weapons, toxic and irritating substances);**
- 4) bringing to the School premises and present to other students indecent, vulgar materials that violate generally accepted principles of social coexistence, present hate speech, aggressive behavior, present or encourage risky and self-destructive behavior, content supporting totalitarian systems, fascism, Nazism or communism;**
- 5) leaving the School premises without permission during scheduled classes and breaks between these classes;**
- 6) eating during classes and bring so-called energy drinks onto the School premises;**
- 7) recording using technical devices the image, statements and products of other people without their express consent;**
- 8) using mobile phones and other electronic devices during educational activities and breaks, outside the times and circumstances expressly specified by the Teachers' Council in a given school year;**
- 9) violating intellectual property rights belonging to other people, unfairly obtain grades during written, oral and practical tests;**
- 10) introducing third parties to the School premises.**

**§ 25**

**1. For failure to comply with the student's obligations specified in § 24 of the Statute, the student may be punished by:**

- 1) disciplinary conversation with the class teacher, International Program Coordinator, School Principal, disciplinary conversation with the School Principal with the participation of parents (legal guardians);**
- 2) imposition of the obligation to perform cleaning work on the School premises;**
- 3) imposition of the obligation to perform work for the benefit of the School's student community;**
- 4) exclusion from participation in cultural events;**
- 5) lowering the grade for conduct;**
- 6) termination of the education contract concerning the student's education and providing information about this fact to the district school competent for the student's place of residence.**

2. Detailed rules for assessing student conduct are specified in the In-School Assessment.

#### **§ 26**

If a student flagrantly fails to comply with the rules specified in § 24 of the Statute or, as a result of neglecting his/her duties, obtains insufficient grades in school, based on the resolution of the Teachers' Council, the School Principal may terminate the contract for education concluded with the student's parents concerning the student's education and inform the district school competent for the student's place of residence about this fact.

### **COOPERATION BETWEEN THE SCHOOL AND THE PARENTS (LEGAL GUARDIANS) OF THE STUDENT**

#### **§ 27**

1. Cooperation between the School and the parents (legal guardians) of the student consists of:
  - 1) familiarizing parents (legal guardians) with the main assumptions contained in the School Statute;
  - 2) providing information through class teachers on the results of teaching, educational and care work during mid-year meetings with parents (legal guardians);
  - 3) considering individual student cases together with parents (legal guardians).
2. The cooperation of the class teacher with the parents (legal guardians) of the student consists of:
  - 1) conducting meetings and ongoing consultations with parents (legal guardians) in accordance with the calendar for a given school year;
  - 2) providing ongoing information about the student's school and educational problems and solving them together;
  - 3) recognizing the student's individual needs, abilities and talents;
  - 4) entering grades into the online system for contacting parents (legal guardians);
  - 5) familiarizing with the procedure for assessing and classifying students and the rules for justifying students' absences;
  - 6) familiarizing with the procedure and requirements of the final exam;
  - 7) inviting parents (legal guardians) to special events.
3. Cooperation between teachers and parents (legal guardians) involves:
  - 1) informing through the class teacher about the student's progress and problems in learning the subject;
  - 2) informing through the class teacher about the student's behavior during lessons;

- 3) being on duty during meetings between the class teacher and parents (legal guardians).
4. Parents (legal guardians) of the student, as part of their cooperation with the School and participation in the life of the School, are obliged to:
  - 1) systematically participate in consultations and meetings of parents (legal guardians) according to the calendar provided at the beginning of the school year;
  - 2) systematically contact the child's teacher and, in cases requiring it, with teachers teaching individual subjects;
  - 3) support the School in implementing the educational and didactic program;
  - 4) ensure that the student attends classes scheduled in the lesson plan, and on an ongoing basis, no later than within 7 days, justify the student's absence from the School;
  - 5) ensure that the student attends school classes equipped with the necessary textbooks, notebooks and school supplies, a school uniform (in classes where wearing it is obligatory), sports attire and other necessary items;
  - 6) refrain from sending the student to School when they have symptoms that may indicate the course of an infectious disease, respiratory infection and other diseases that may pose a threat to other students and employees of the School;
  - 7) systematically pay tuition fees in accordance with the signed study agreement and in the amount specified in said agreement.
5. If parents (legal guardians) undertake actions that violate or threaten the good name of the School, undermine the authority of teachers, or do not comply with the procedures in force at the School, and do not fulfill the obligations specified in § 27 section 4 of the Statute, on their own initiative or at the request of the Pedagogical Council, the School Principal may decide to terminate the education contract concerning the education of the student and inform the district school competent for the student's place of residence about this fact.
6. If parents (legal guardians) do not pay tuition fees in accordance with the concluded education contract, this contract may be terminated by the School Principal, and information about this fact will be provided to the district school competent for the student's place of residence.
7. Termination of the education contract and transfer of information about this fact to the public school shall take place on the terms specified in this contract.

## **TEACHERS – RIGHTS AND OBLIGATIONS**

### **§ 28**

1. Teachers are employed at the School based on the provisions of the Act of 26

June 1974, the Labor Code (Journal of Laws 1974, No. 24, item 141, as amended, hereinafter referred to as the "Labor Code").

2. Teachers are employed and dismissed by the School Principal.
3. The mandatory number of teaching hours per week is established by the School Principal.

## § 29

1. The rights and obligations of teachers are specified in the provisions of the Labor Code, the provisions of the employment contract and the School Statute.
2. In particular, teachers have the right to:
  - 1) cooperation in formulating teaching and educational programs;
  - 2) the development of own teaching and educational methods while maintaining their compliance with the goals and mission of the School and legal regulations;
  - 3) enforcement of the requirements formulated by the student in a manner consistent with the principles contained in the In-School Assessment;
  - 4) active cooperation in shaping the positive image of the School;
  - 5) use of the School's material base on the principles agreed with the School Principal.
3. Teachers' duties include in particular:
  - 1) to comply with the provisions contained in the Statute and other internal documents of the School, in particular in its regulations;
  - 2) to care for the quality of teaching and educational work;
  - 3) the implementation of teaching and educational programs taking into account the core curriculum of the Ministry of National Education;
  - 4) the implementation of organizational tasks set out in the School calendar;
  - 5) to provide assistance in overcoming students' failures;
  - 6) the individualization of the teaching process, taking into account the individual situation of students and their special educational needs and psychophysical capabilities;
  - 7) the application of agreements, recommendations and procedures in work with students resulting from the organization of psychological and pedagogical assistance by the School;
  - 8) active participation in the work of the Teachers' Council and other bodies of the School, if elected to them;
  - 9) compliance with the principles of social coexistence in the School, presenting high moral standards and personal culture in the School and outside it;
  - 10) systematically deepening and updating one's own knowledge and improving the level of one's skills and competences.

### § 30

1. The School Principal entrusts each of the School's classes to one of the teachers, hereinafter referred to as the class teacher.
2. In the case of small groups of students, up to 6 people, it is possible to entrust more than one group to one teacher.
3. The School Principal ensures the continuity of educational work throughout the period of the class's functioning.
4. In justified cases, the School Principal may decide to change the teacher.

### § 31

1. The class teacher's task is to provide educational care for students, including creating conditions that support student development and inspiring and supporting students' team activities.
2. The class teacher supervises the resolution of intra-class conflicts and problems and conflicts between students and other students.
3. The class teacher observes and diagnoses the educational and environmental situation of students, intervenes in the event of identified threats to the proper functioning and development of the student, initiates the organization of psychological and pedagogical assistance at the School.
4. The class teacher, together with teachers and the counsellor or school psychologist, solves didactic and educational problems reported by teachers and parents (legal guardians).
5. The class teacher conducts educational hours in accordance with the educational assumptions and mission of the School.
6. The class teacher maintains class documentation and prepares class and school graduation certificates in accordance with the standards adopted by the school.
7. The class teacher maintains an online information system on grades for their class.
8. The class teacher supervises his/her class during compulsory trips.
9. The class teacher conducts meetings and consultations with parents (legal guardians), maintains ongoing contact with the parents (legal guardians) of students in the scope of exchanging information about the current activities of the School, the teaching and educational situation of the student and other matters important for the proper course of cooperation between the School and the parents of the student.



## OTHER SCHOOL STAFF – RIGHTS AND OBLIGATIONS

### § 32

1. The duties of the school counsellor and psychologist include in particular:
  - 1) conducting research and diagnostic activities of students, including diagnosing individual developmental and educational needs and psychophysical abilities of students in order to determine students' strengths, predispositions, interests and talents and the causes of educational failures or difficulties in the functioning of students, including barriers and limitations that make it difficult for the student to function and participate in the life of the School;
  - 2) diagnosing educational situations at the School in order to solve educational problems that constitute a barrier and limit the student's active and full participation in the life of the School;
  - 3) providing students with psychological and pedagogical assistance in forms appropriate to the identified needs;
  - 4) undertaking activities in the field of prevention of addictions and other problems of children and adolescents;
  - 5) minimizing the effects of developmental disorders, preventing behavioral disorders and initiating various forms of assistance in the school and extracurricular environment of students;
  - 6) initiating and conducting mediation and intervention activities in crisis situations;
  - 7) helping parents (legal guardians) and teachers to recognize and develop students' individual abilities, predispositions and talents.
2. The tasks of a special education teacher at the School include in particular:
  - 1) cooperation with teachers, group tutors or other specialists, parents (legal guardians) and students in:
    - a) recommending to the School Principal to implement activities in the scope of ensuring active and full participation of students in the life of the School and accessibility referred to in the Act of 19 July 2019 on ensuring accessibility for persons with special needs (Journal of Laws of 2020, item 1062 and of 2022, items 975 and 1079);
    - b) conducting research and diagnostic activities related to recognizing individual developmental and educational needs and psychophysical capabilities of students in order to determine the strengths, predispositions, interests and talents of students and the causes of educational failures or difficulties in the functioning of students, including barriers and limitations that hinder the functioning of the student and his/her participation in the life of the School;
    - c) solving didactic and educational problems of students,
    - d) determining the necessary conditions for learning, specialist equipment and teaching resources, including those using information and communication technologies, appropriate for the individual developmental and educational needs and psychophysical

- capabilities of the student;
- 2) cooperation with the team referred to in the regulations issued pursuant to Article 127, paragraph 19, point 2 of the Education Law, in the scope of developing and implementing an individual educational and therapeutic program for a student with a decision on the need for special education, including providing him/her with psychological and pedagogical assistance;
  - 3) supporting teachers, educators of educational groups and other specialists in:
    - a) recognizing the causes of students' educational failures or difficulties in their functioning, including barriers and limitations that make it difficult for the student to function and participate in the life of the School;
    - b) providing psychological and pedagogical assistance in direct work with the student;
    - c) adapting the ways and methods of work to the individual developmental and educational needs of the student and his/her psychophysical abilities;
    - d) selecting methods, forms of education and didactic resources to the needs of students;
  - 4) providing psychological and pedagogical assistance to students, parents (legal guardians) of students and teachers;
  - 5) cooperation, depending on the needs, with other entities referred to in § 4, paragraph 3 and § 5 of the Regulation;
  - 6) presenting proposals to the Pedagogical Council regarding the professional development of teachers of the School within the scope of tasks specified in points 1–5 above.
3. The tasks of the speech therapist at the School include in particular:
- 1) speech therapy diagnostics, including screening tests to determine the speech status and level of language development of students;
  - 2) conducting speech therapy classes for students and advice and consultations for parents (legal guardians) and teachers in the field of stimulating the development of students' speech and eliminating its disorders;
  - 3) taking preventive measures to prevent the occurrence of language communication disorders in cooperation with parents (legal guardians) of students;
  - 4) supporting teachers, educators of educational groups and other specialists in:
    - a) recognizing individual developmental and educational needs and psychophysical abilities of students in order to determine students' strengths, predispositions, interests and talents and the causes of educational failures or difficulties in students' functioning, including barriers and limitations that make it difficult for the student to function and participate in the life of the kindergarten, school and facility;

b) providing psychological and pedagogical assistance;

4. The duties of the career advisor at the School include in particular:
  - 1) systematic diagnosis of students' needs for educational and professional information and assistance in planning their education and career;
  - 2) collecting, updating and sharing educational and professional information appropriate to a given level of education;
  - 3) conducting classes related to choosing the direction of education and profession, taking into account identified strengths, predispositions, interests and talents of students;
  - 4) coordinating information and advisory activities conducted by the School;
  - 5) cooperation with other teachers in creating and ensuring continuity of activities in the scope of classes related to choosing the direction of education and profession;
  - 6) supporting teachers, educators of educational groups and other specialists in providing psychological and pedagogical assistance.
5. The tasks of the educational therapist at the School include in particular:
  - 1) conducting diagnostic tests of students with developmental disorders and deviations or specific learning difficulties in order to identify difficulties and monitor the effects of therapeutic interventions;
  - 2) identifying the causes that make it difficult for students to actively and fully participate in the life of the School;
  - 3) conducting corrective and compensatory classes and other classes of a therapeutic nature;
  - 4) taking preventive measures to prevent educational failures of students, in cooperation with parents (legal guardians) of students;
  - 5) supporting teachers, educators of educational groups and other specialists in:
    - a) recognizing individual developmental and educational needs and psychophysical abilities of students in order to determine students' strengths, predispositions, interests and talents and the causes of educational failures or difficulties in students' functioning, including barriers and limitations that make it difficult for students to function and participate in the life of the School;
    - b) providing psychological and pedagogical assistance.
6. In the absence of a career advisor at the School, the School Principal shall appoint a teacher, a group tutor or a specialist to perform the tasks referred to in § 32 sec. 4 of the Statute.
7. The School Principal shall establish the number of positions for specialists referred to in § 32 sec. 1-5 of the Statute based on applicable legal regulations, in particular the Act of 26 January 1982, the Teacher's Charter (Journal of Laws 1982, No. 3, item 19, as amended, hereinafter referred to as the "Teacher's Charter").

8. **The Governing Body shall establish the teaching load for specialists referred to in § 32 sec. 1-5 of the Statute, in the employment contracts concluded with them.**

#### **§ 33**

1. **Administrative employees are employed by the School Principal based on the provisions of the Labor Code. The scope of duties and the level of responsibility of administrative employees are determined by the School Principal.**
2. **The rights and obligations of administrative employees result from the Labor Code.**

### **CHAPTER 4**

#### **SCHOOL BODIES AND THEIR TASKS**

#### **§ 34**

**The School's bodies are:**

- 1) **School Principal;**
- 2) **International Program Coordinator;**
- 3) **Teachers' Council;**
- 4) **Student Government.**

#### **§ 35**

1. **Resolutions of the School bodies should be made available to members of the school community. The School bodies are obliged to cooperate.**
2. **Resolutions of the School bodies cannot be contrary to the Statute or other legal regulations.**

#### **§ 36**

**The School Body, on its own initiative, has the right to express opinions and submit motions on any matter concerning the School to the School Principal.**

#### **SCHOOL PRINCIPAL**

#### **§ 37**

**The School Principal is appointed by the Governing Body.**

**§ 38**

**The School Principal is the superior of all School employees.**

**§ 39**

- 1. The School Principal in particular:**
  - 1) manages the School's activities and represents it externally;**
  - 2) exercises pedagogical supervision;**
  - 3) takes care of students and creates conditions for harmonious psychophysical development through active health-promoting activities;**
  - 4) organizes psychological and pedagogical assistance for students;**
  - 5) organizes support for the School in the implementation of tasks in the field of psychological and pedagogical assistance consisting in planning and carrying out activities aimed at improving the quality of the psychological and pedagogical assistance provided;**
  - 6) ensures the implementation of the resolutions of the Pedagogical Council;**
  - 7) manages the funds specified in the School's financial plan and is responsible for their proper use;**
  - 8) manages school property and is responsible for it;**
  - 9) ensures occupational health and safety for students, teachers and other employees of the School;**
  - 10) organizes administrative, including legal, financial and economic support for the School.**
- 2. The School Principal may, at the request of the Teachers' Council, remove a student from the list of students and transfer them to a public school.**
- 3. The School Principal shall in particular decide on matters of:**
  - 1) hiring and firing teachers and other School employees,**
  - 2) awarding prizes and imposing disciplinary penalties on teachers and other School employees.**
- 4. The School Principal issues orders in all matters related to the proper organization of the teaching, educational and care process at the School.**
- 5. The School Principal performs other tasks resulting from the applicable legal regulations and not listed in the Statute.**

**§ 40**

**The Principal must be notified of all meetings of students, parents (legal guardians), teachers and other School employees and has the right to participate in them.**

## **KOORDYNATOR PROGRAMU MIĘDZYNARODOWEGO**

### **§ 41**

#### **International Program Coordinator:**

- 1) controls the School's documentation;**
- 2) issues the necessary certificates for external institutions;**
- 3) organizes meetings with candidates for the School and their parents (legal guardians);**
- 4) exercises pedagogical supervision over teachers;**
- 5) supports the professional development of teachers by organizing training courses, including those conducted online;**
- 6) administers the School Support Hub website (Cambridge Assessment International Education);**
- 7) develops and approves the School's calendar together with teachers;**
- 8) maintains contact with Cambridge Assessment International Education;**
- 9) ensures that information on the School's website is up to date;**
- 10) participates in solving educational problems.**

## **TEACHERS' COUNCIL**

### **§ 42**

- 1. The School has a Teachers' Council, which is the School's basic body in the implementation of its statutory tasks concerning education, upbringing and care for students.**
- 2. The Chairperson of the Teachers' Council is the School Principal. The members of the Teachers' Council are all teachers teaching at the School.**
- 3. Invited persons may participate in the meetings of the Teachers' Council, but without the right to vote in the adoption of resolutions by the Teachers' Council.**
- 4. Plenary meetings of the Teachers' Council are organized before the beginning of the school year, in each semester in connection with the approval of the results of classifying and promoting students, after the end of the annual school classes and as current needs arise. Meetings may be organized at the request of the body exercising pedagogical supervision and the Governing Body.**

### **§ 43**

- 1. The competences of the Teachers' Council include in particular::**

- 1) approving the results of classification and promotion of students;
  - 2) adopting resolutions on disciplinary matters;
  - 3) establishing in-school assessment;
  - 4) adopting changes to the statute subject to approval by the Governing Body;
  - 5) formulating conclusions regarding the improvement of the School's work based on the results of internal and external evaluation.
2. The Teachers' Council gives its opinion in particular on:
- 1) organization of the School's work;
  - 2) applications for granting teachers decorations, awards and other distinctions;
  - 3) proposals of the School Principal regarding the assignment of duties to teachers.

#### **§ 44**

Subject to the situations specified in applicable legal regulations, teachers are obliged not to disclose the content discussed at meetings of the Teachers' Council, the disclosure of which could violate the personal rights of students or their parents (legal guardians), as well as teachers and other employees of the School.

#### **§ 45**

1. The Teachers' Council adopts resolutions by a simple majority of votes.
2. In the event of a tie, the School Principal's vote shall be decisive.

#### **STUDENT COUNCIL**

#### **§ 46**

1. The Student Government is formed by all students of the School.
2. The Student Government elects the Student Council from among all its members, constituting its representation.
3. The principles of electing and operating the Student Council are specified in the regulations of the Student Government adopted by all students in an equal, secret and universal vote. The Student Council is the sole representative of all students.
4. The regulations referred to in § 46 section 3 of the Statute may not be contrary to the School Statute.
5. The Student Council may submit motions and opinions on School matters to the Teachers' Council and the School Principal, in particular those concerning the implementation of basic student rights, in particular the right to:
  - 1) familiarizing oneself with the curriculum, its content, purpose and requirements;

- 2) open and reasoned assessment of progress in learning and behavior;
  - 3) organization of school life, enabling the maintenance of appropriate proportions between school effort and the possibility of developing and satisfying one's own interests;
  - 4) editing and publishing the school newspaper;
  - 5) organizing cultural, educational, sports and entertainment activities in accordance with one's own needs and organizational possibilities in agreement with the School Principal;
  - 6) selection of a teacher acting as the supervisor of the Student Government.
6. The Student Government, in agreement with the School Principal, may undertake volunteer activities.
  7. The Student Government may select a Volunteer Council from among its members.

## CHAPTER 5

### ORGANIZATION OF SCHOOL WORK

#### § 47

1. The organization of the school year is in accordance with the Calendar of the school year specified by the Ministry of National Education and applicable in a given school year.
2. The basic organizational unit of the School is the class section.
3. Teaching and educational activities are held in classes in which the number of students cannot exceed 16 people.
4. In justified cases, for organizational reasons or dictated by the well-being of students, the number referred to in § 47 section 3 of the Statute may be increased to 18 by decision of the Governing Body.
5. If the number of students in a class is more than 16, the School Principal, after consultation with the Teachers' Council, may decide to teach certain subjects, key from the point of view of the course of the educational process, in groups with a reduced number of students separated from the class group.
6. The detailed organization of teaching, education and care is specified in the teaching and educational plan approved by the School Principal, taking into account the financial possibilities of the School.
7. In order to carry out the statutory tasks, the School provides:
  - 1) classrooms;
  - 2) subject labs;
  - 3) multimedia lab;



- 4) computer lab;
  - 5) gym;
  - 6) playground;
  - 7) school playing fields;
  - 8) administrative rooms;
  - 9) utility rooms and other facilities for the implementation of its purposes.
8. The duration of educational activities and breaks and the rules for using classrooms and subject labs are specified in the lesson plan.
  9. The school maintains documentation of the teaching process using the following documents:
    - 1) electronic lesson journal;
    - 2) grade sheets;
    - 3) student book.
  10. The school is obliged to issue a certificate at the end of each school year.
  11. The school cooperates, on the principles specified in the relevant regulations, with public and non-public psychological and pedagogical clinics in the field of psychological and pedagogical diagnostics and organizing psychological and pedagogical support and assistance for students and their parents and teachers.
  12. The school promotes the ideas of subsidiarity and volunteering. It undertakes activities activating students in the field of social, charitable and volunteering activities. It cooperates with external institutions and organizations to encourage students to undertake social activities.
  13. The School Principal entrusts a selected teacher of the School with the function of a school volunteer supervisor. This teacher is responsible for organizing, coordinating and documenting students' participation in charitable and volunteering activities. The regulations of volunteering at the School are approved by the Teachers' Council after consulting the Student Council.

## **REMOTE CLASSES**

### **§ 48**

1. In the event of suspension of classes at the School due to the occurrence of circumstances specified in the Education Law, the Principal shall organize classes for students using distance learning methods and techniques in order to implement the core curriculum and monitor the students' educational progress. These classes shall be organized no later than the third day of suspension of classes in the stationary system.
2. In matters not regulated by these provisions, special provisions shall apply, in particular the regulation of the Minister of Education and Science of September 2, 2022 on organizing and conducting classes using distance learning methods and techniques (Journal of Laws 2022, item 1903, as amended).

3. **Classes using distance learning methods and techniques, hereinafter referred to as "Remote Classes", are classes conducted using:**
  - 1) **the Zoom or Teams communication platform or**
  - 2) **using the IT tool referred to in art. 44a sec. 1 of the Education Law or**
  - 3) **using electronic means of communication ensuring the exchange of information between the teacher, student and parent (legal guardian), or**
  - 4) **by the student undertaking activities specified by the teacher confirming familiarization with the indicated material or performance of specific actions.**
4. **It is permissible to use electronic communication tools and means specified by the School Principal, having appropriate security measures, ensuring the exchange of information between the teacher, student and parent, other than those listed in paragraph 2, if they facilitate the efficiency and effectiveness of conducting Remote Classes, enabling the continuation of the education and upbringing process.**
5. **The School Principal shall immediately inform the Governing Body and the body exercising pedagogical supervision, as well as parents (legal guardians) and students about the method or methods of conducting Remote Classes via the School's website or information sent to the e-mail address indicated by them, or via the correspondence module in the electronic journal used by the School.**
6. **During Remote Classes, the School respects the privacy of the student.**
7. **In cases where necessary, the School provides students and their parents (legal guardians) with support and instruction in the scope of installation, personalization and use of IT tools referred to in § 48 paragraphs 3 and 4 of the Statute.**
8. **Parents (legal guardians) are responsible for ensuring appropriate conditions for conducting Remote Classes.**
9. **At least one day before the start of Remote Classes, using the school electronic journal, the School provides students and their parents (legal guardians) with access data to the electronic tool used during Remote Classes (personal login, access password, links to websites and the like).**
10. **To conduct Remote Classes, it is required to have access to the Internet and a computer equipped with a screen monitor, microphone, camera, keyboard, mouse or other device directing a screen pointer or other audiovisual device at the disposal of students and teachers, with an Internet connection enabling participation in Remote Classes.**
11. **The School recommends installing an antivirus program on the device referred to in § 48 section 10 of the Statute.**
12. **Remote Classes according to the class schedule established by the School Principal with teachers, taking into account the implementation of the scope of teaching content resulting from the curriculum and the framework teaching plan are organized taking into account:**
  - 1) **equal load of students with classes on individual days of the week;**
  - 2) **differentiation of Remote Classes on each day;**

- 3) psychophysical capabilities of students in undertaking intensive mental effort during the day;
  - 4) combining alternating education with and without the use of screen monitors;
  - 5) limitations resulting from the specificity of Remote Classes;
  - 6) the need to ensure safety resulting from the specificity of Remote Classes.
13. Remote Classes are conducted by a teacher in real time. One hour of Remote Classes lasts 45 minutes.
14. The School Principal, taking into account the health safety of students and teachers, occupational hygiene considerations, organizational reasons or other important circumstances, may decide to limit the duration of a lesson unit of Remote Classes conducted in real time using screen monitors to 30 minutes, with the remaining 15 minutes being treated as the duration of the lesson and intended for students' own work.
15. It is permissible to waive conducting Remote Classes or parts thereof in real time in the case of additional subjects and classes, parts of artistic classes and physical education classes.
16. The teacher conducting a given Remote Class may, in justified cases, allow a student or group of students to waive the principle of participation in Remote Classes using cameras and screen monitors, if using it:
- 1) would violate the right of the student and his/her family to privacy to a degree that could cause embarrassment, lack of comfort or make it difficult for household members to function; in this case, the teacher makes the decision at the request of the student's parents, an adult student or on his/her own initiative;
  - 2) is impossible for technical reasons, e.g. due to the lack of a camera, its damage, low bandwidth of the internet connection, etc.;
  - 3) is contraindicated to the student for health reasons (medical certificate, psychological opinion required);
  - 4) is not justified and necessary due to the nature of the Remote Classes conducted or is contraindicated due to the nature of the Remote Classes conducted.
17. The student's presence at Remote Classes, held in real time, is verified by confirming their participation in a video connection or, in cases where cameras are not used, participation in a voice connection. Failure to confirm the student's presence in one of the above-mentioned ways, a delay in participation in the internet connection, and interruption of participation in the connection are treated as the student's absence from Remote Classes, being late for Remote Classes or leaving the class without permission.
18. The student's presence at classes referred to in § 48 section 15 of the Statute is verified by confirming that the student has sent the teacher their product, work done independently or in a group, a solved task, a recording made and (or) provided an oral or written answer from the previously assigned scope of material.

19. The materials necessary to conduct Remote Classes for individual classes will be made available on the School's website or sent to the e-mail address indicated by the students at least two days before conducting these classes. In the manner specified in the first sentence, students will be informed about the type of materials that will be used during Remote Classes, and which they can obtain themselves. In justified cases, materials from Remote Classes conducted will be sent to the e-mail address indicated by the students within a week of their completion.
20. Breaks in Remote Classes are held without the student using screen monitors.
21. Verification and monitoring of students' knowledge is carried out in the manner adopted at the School during Remote Classes.
22. Students are obliged to maintain safe and hygienic learning conditions while participating in Remote Classes. Parents (legal guardians) are responsible for the safety of students during Remote Classes.
23. Teachers of individual classes taking part in remote classes are obliged to discuss with students the principles of maintaining occupational health and safety when using the Internet connection, using screen monitors and cameras, the principles of maintaining the confidentiality of login data and securing transmitted data, not exposing the privacy of oneself, one's family and other participants of remote classes to interference from third parties and unauthorized persons to participate in the learning process using distance learning methods and techniques, and discuss key issues arising from intellectual property law applicable in remote learning.

## **CHAPTER 6**

### **SCHOOL FUND**

#### **§ 49**

1. The School's fund consists of:
  - 1) monthly fees from parents (guardians), that is, tuition paid into the School's bank account in the amount and on the date set by the School Principal;
  - 2) monthly subsidies from the Katowice City Office,
  - 3) funds obtained from own activities,
  - 4) funds transferred to the School by the Governing Body,
  - 5) donations from individuals and legal entities.
2. The tuition fee covers all teaching activities, including up to three

extracurricular activities organized by the School, with the exception of individual lessons.

3. The tuition fee does not include payments for textbooks, student school supplies, uniforms, and school trips.

## CHAPTER 7

### IN-SCHOOL ASSESSMENT

#### § 50

1. The following are subject to assessment:
  - 1) student's educational achievements;
  - 2) student's behavior.
2. The criteria, principles and method of internal school assessment are specified in Annex No. 1 to the Statute "In-school assessment in the Private Primary School Complex of Silesian International Schools in Katowice".

## CHAPTER 8

### FULFILLING COMPULSORY SCHOOLING OUTSIDE SCHOOL (HOME EDUCATION)

#### § 51

1. The basis for admitting a child to the School in the homeschooling system is the submission by the parent (legal guardian) of the child of a complete set of documents referred to in art. 37 of the Education Law and the issuance of a permit for homeschooling by the School Principal in accordance with § 58 of the Statute.
2. The day of admitting the child to the School is the day of concluding the education contract.
3. Children applying for admission to a program-higher class in the homeschooling system are admitted on the basis of:
  - 1) a set of documents delivered to the School required by law, submitted by the parent (legal guardian) of the child in accordance with Article 37 of the Education Law;
  - 2) a certificate, attestation or other document confirming completion of school or the next stage of education;
  - 3) a certificate, attestation or other document confirming completion of school or the next stage of education abroad or a certificate, attestation or other document issued by a school abroad, confirming the attendance of a child arriving from abroad at a school abroad and indicating the class

or stage of education that the child completed at the school abroad, and a document confirming the sum of the student's years of schooling or a written statement regarding the sum of the student's years of schooling, submitted by the child's parent (legal guardian), if determining the sum of the years of schooling is not possible on the basis of a certificate, attestation or other document;

- 4) a signed education agreement between the School and the child's parents (legal guardians).
4. The day of the child's admission to the programmatically higher class in the homeschooling system is the day of the conclusion of the education agreement between the school and the child's parents.
5. The application for a permit for homeschooling, the education agreement and attachments to the application may be submitted to the School in writing (with a handwritten signature) or in the form of an electronic document (with a qualified electronic signature or a trusted signature, and must also include the electronic address of the parent or legal guardian).

#### § 52

1. At the request of the parents (legal guardians), the School Principal may, by way of an administrative decision, allow a child admitted to the School to fulfill the school obligation outside the School within the meaning of art. 37 sec. 1 of the Education Law.
2. The permit referred to in § 52 sec. 1 of the Statute may be issued before the beginning of the school year or during the school year, if the parents (legal guardians) have submitted in the application for the permit:
  - 1) a declaration of providing the child with conditions enabling the implementation of the core curriculum applicable at a given stage of education and
  - 2) have undertaken to ensure that the child takes the classification exams referred to in Article 37, paragraph 4 of the Education Law each school year.
3. The provisions of § 52 sec. 2 item 2) of the Statute shall not apply in the case of permission to fulfill compulsory schooling outside the School for children and young people with a decision on the need for special education issued due to moderate or significant intellectual disability.
4. In the case of submitting by parents (legal guardians) an application for a permit for home education in the form of an electronic document, the decision allowing the child to fulfill compulsory schooling outside the School or refusing to issue a permit also requires the form of an electronic document.

#### § 53

1. A student fulfilling compulsory schooling outside the School, as well as a parent (legal guardian), may benefit from the School's support, including the right to participate in classes referred to in art. 109 of the Education Law and ensuring access to textbooks, educational materials or exercise materials referred to in art. 54 of the Act of 27 October 2017 on the financing of

educational tasks (Journal of Laws 2017, item 2203, as amended).

2. The School may entrust the implementation of some forms of support indicated in § 53 sec. 1 of the Statute to other non-public or public schools or educational institutions listed in art. 2 of the Education Law, in particular educational and upbringing institutions and psychological and pedagogical counselling centres.

#### § 54

1. As part of the activities developing students' interests and talents, the School offers access to the following forms of education:
  - 1) e-Teaching;
  - 2) e-Education.
2. e-Teaching is a form of educational activities carried out in the following way:
  - 1) teachers prepare materials available to parents (legal guardians) and students on an online educational platform;
  - 2) the materials are adapted to the core curriculum of general education and take into account the fact that the child is abroad;
  - 3) the materials prepared by teachers include:
    - a) 35 weekly lesson plans;
    - b) revision guides to supplement missing knowledge before taking the annual classification exams;
    - c) tests to check the level of preparation for the classification exams.
  - 4) teachers provide consultations to parents (legal guardians) regarding the implementation of the prepared materials;
  - 5) teachers respond to requests for contact submitted by parents (legal guardians) of students;
  - 6) students also receive homework and competition works to complete, which are completed by them and then checked by teachers;
  - 7) teachers provide consultations to parents of students throughout the duration of classes, as referred to in art. 37 sec. 7 item 3) of the Education Law, concerning in particular the method of organizing work with the student, motivating the student, distributing the material and preparing for annual classification exams;
  - 8) teachers respond to comments on materials submitted by parents (legal guardians) on an ongoing basis;
  - 9) students establish contacts with children from the same class, living in different parts of the world and thanks to the prepared tasks, students can develop their skills in communicating in Polish and expand their knowledge with information about the culture of the country in which their classmate lives.
3. e-Education is a form of educational activities carried out in the following way:
  - 1) classes take the form of online seminars conducted using technology that

- enables two-way communication between the meeting leader and participants using virtual tools;
- 2) the aim of classes within e-Education is primarily to develop students' interests in Polish culture, traditions, language, geography and history and to provide them with information and knowledge in this area;
  - 3) the dates of classes are set in advance, so a participant who wants to take part in "live" classes can choose one of the dates they prefer, depending on the time zone they are currently in;
  - 4) classes are conducted by teachers and pedagogues in the form of a lecture, supplementing it with numerous presentations, games, activities, tests and films;
  - 5) Students actively participate in the classes and have the opportunity to participate in real time in the ongoing discussion;
  - 6) the assumption of e-Education classes is to transfer to the Internet classes conducted normally in the class-lesson system, i.e. classes conducted by a teacher and addressed to a group of students who have the opportunity to actively participate in the classes;
  - 7) before the start of Classes using distance learning methods and techniques, training will be conducted for Students and their parents.
4. The school may entrust the implementation of some forms of support indicated in § 54 section 1 of the Statute to other non-public or public schools or educational institutions listed in art. 2 of the Education Law, in particular educational and upbringing institutions and psychological and pedagogical counselling centres.

#### § 55

1. The annual and final classification of students fulfilling compulsory schooling outside the School shall be carried out in accordance with the provisions of Chapter 3a of the Act of 7 September 1991 on the education system (Journal of Laws 1991 No. 95, item 425, as amended, hereinafter referred to as the "Education System Act").
2. The basis for the classification of students fulfilling compulsory schooling outside the School shall be annual classification exams in the scope of the part of the core curriculum applicable at a given stage of education, agreed for a given school year with the School Principal.
3. The classification exam shall be conducted in accordance with Article 44l of the Education System Act, regulations issued on the basis of Article 44zb of the Education System Act and in accordance with the order of the School Principal referred to in § 55 paragraph 4 of the Statute.
4. The exam is held at the School's headquarters or in another place determined by the School Principal, or, at the request of the parent (legal guardian), remotely (online) on a date agreed by the School Principal with the parent (legal guardian). In justified cases, the parent (legal guardian) may request adjustment of the conditions, method and form of conducting the classification exam. The conditions, method and form of conducting the



classification exam are specified by the School Principal in the form of an order. The date is agreed by phone, e-mail or via the IT system.

5. A student fulfilling the school obligation outside the School is not subject to classification on conduct.
6. The classification exam is conducted in written and oral form.
7. For a student fulfilling the school obligation outside the School, classification exams are not conducted on:
  - 1) compulsory educational activities: art, music, technical classes and physical education;
  - 2) additional educational activities.
8. The classification exam for students fulfilling the school obligation outside the School is conducted by a committee consisting of:
  - 1) The School Principal or a teacher appointed by the School Principal – as the chairman of the committee;
  - 2) a teacher or teachers of the compulsory educational classes for which this exam is conducted.
9. The chairman of the committee referred to in § 55 sec. 8 of the Statute shall agree with the student fulfilling the school obligation outside the School and his/her parents (legal guardians) on the number of educational classes from which the student may take the classification exams in one day.
10. During the classification exam, the student's parents (legal guardians) may be present as observers.
11. A report shall be drawn up from the classification exam, containing in particular:
  - 1) confirmation of the identity of the student and parent (legal guardian) based on the presented identity documents;
  - 2) the name of the educational classes from which the exam was conducted;
  - 3) the names and surnames of the persons on the examination committee;
  - 4) the date of the classification exam;
  - 5) the name and surname of the student;
  - 6) examination tasks;
  - 7) the established classification grade;
  - 8) confirms that the student performed the work independently.
12. The minutes shall include the student's written work, concise information about the student's oral answers and concise information about the student's performance of the practical task. The minutes shall be an appendix to the student's grade sheet.
13. The exam shall take place no later than the day preceding the end of the didactic and educational classes at the School.
14. In the event that the student is unable to take the exam on the date referred to in § 55 section 13 of the Statute, their parent (legal guardian) may excuse

this absence, indicating the reasons for it. For this purpose, they shall submit to the School Principal, no later than 30 June of the calendar year in which the exam took place, an excuse in written or oral form (it is possible to use means of direct remote communication) or in the form of an e-mail message. In the event that the excuse is submitted in oral form or using means of direct remote communication, the School Principal shall confirm the submission of the excuse in the form of a written note.

15. In the event of submitting an excuse referred to in § 55 sec. 14 of the Statute, and the School Principal recognizing the reasons for the student's absence from the exam as justified, the student may take the classification exam on an additional date set by the School Principal. An additional date for the exam may be set for July or August. 16. The classification exam for students fulfilling compulsory schooling outside the School covers the following subjects, as appropriate:

- 1) primary school grades 1-3:
  - a) early school education;
  - b) a modern foreign language to choose from; choosing a language other than English requires the consent of the School Principal (German, French);
- 2) primary school, grades 4-8:
  - c) Polish;
  - d) social studies;
  - e) nature;
  - f) mathematics;
  - g) history;
  - h) chemistry;
  - i) physics;
  - j) computer science;
  - k) geography;
  - l) biology;
  - m) education for safety;
  - n) a modern foreign language to choose from; choosing a language other than English requires the consent of the School Principal (German, French).

16. When assessing the classification exam for students fulfilling their schooling obligation outside the School, it is recommended to use the following scoring system, unless the teacher determines otherwise in the assessment system in question - with the consent of the School Principal:

- 1) 0-30% – insufficient grade;
- 2) 31%-45% – acceptable grade;
- 3) 46%-65% – satisfactory grade;

- 4) 66%-80% – good grade;
- 5) 81%-98% – very good grade;
- 6) 99%-100% – excellent grade.

#### § 56

1. The withdrawal of permission to fulfill compulsory schooling outside the School takes place:
  - 1) at the request of parents;
  - 2) if the student, for unjustified reasons, did not take or did not pass the annual classification exams referred to in § 55 of the Statute;
  - 3) in the event of issuing a permit in violation of the law.
2. The School Principal may, by decision, remove a student from the list of students in the case of a student fulfilling compulsory schooling outside the School in the event of withdrawal of permission for the child to fulfill compulsory schooling outside the School.

### CHAPTER 9

#### GENERAL PROVISIONS

#### § 57

1. The School Statute may be amended by a resolution of the Teachers' Council.
2. A change to the statute adopted by the Teachers' Council is subject to approval by the Governing Body.

#### § 58

All School bodies have the right to appoint experts from outside their ranks to present an opinion on a specific matter.

#### § 59

1. In the event of adopting a resolution on the liquidation of the School, the Governing Body is obliged to notify about the intention and reasons for the liquidation: the students, their parents (legal guardians), the Supervisory Body and the authorities of the commune in which the School is located, at least 6 months before the date of liquidation.
2. Documentation of the course of teaching of the liquidated School shall be transferred to the body maintaining the register in which the School was entered.

**§ 60**

- 1. The School Principal is obliged to familiarize students, their parents (legal guardians), with the School Statute and sign the study agreement.**
- 2. The Statute is permanently available to all interested parties.**
- 3. The Statute in paper form is available in the School office and in electronic form on the School website.**
- 4. Any changes to the Statute are announced by placing an appropriate notice on the School website and in the School office.**

**§ 61**

**Matters not regulated by this Statute shall be resolved in accordance with applicable legal provisions.**

**§ 62**

**The Statute amended by resolution of the Teachers' Council No. [...] of [...] and approved by the Governing Body entered into force on September 1, 2022.**