

**STATUTE OF
PRYWATNE LICEUM OGÓLNOKSZTAŁCĄCE NR 32
IM. JEANA MONNETA IN WARSAW**

LIST OF CONTENTS:

MISSION	2
CHAPTER 1 GENERAL PROVISIONS	3
CHAPTER II OBJECTIVES AND DUTIES OF PLO.....	5
CHAPTER III PLO BODIES AND THEIR RESPONSIBILITIES.....	5
CHAPTER IV PLO WORK ORGANIZATION	11
CHAPTER V RULES OF STUDENT ADMISSIONS TO PLO	18
CHAPTER VI RIGHTS AND OBLIGATIONS OF PLO STUDENTS. AWARDS AND PENALTIES	20
CHAPTER VII RIGHTS AND OBLIGATIONS OF PLO EMPLOYEES.....	23
CHAPTER VIII METHODS OF OBTAINING FINANCIAL SUPPORT FOR PLO ACTIVITY.....	25
CHAPTER IX FINAL PROVISIONS	26

MISSION STATEMENT

The Joy of Learning – we ensure a friendly, warm and creative environment, which encourages learning and individual development.

OUR PHILOSOPHY

The philosophy of Prywatne Liceum Ogólnokształcące nr 32 im. Jeana Monneta strengthens the interdisciplinary approach to educating young people, so they become socially responsible and critically thinking citizens, aware of the world's diversity. The mission of the school is to arouse student curiosity so they can enjoy lifelong education. A well thought out programme allows them to learn respect for other cultures, at the same time supporting their own ideas and opinions.

We focus on the development of young people – their social, physical, emotional and cultural aspects, as a form of strengthening their development in education.

We define international education as a multi-level, continuous process, which helps students understand new challenges posed by the modern world – and how to react to them.

This form of thinking about education is the common feature of programmes created in accordance with international standards and methods of learning.

All programmes implemented in our school aim to increase sensitivity for the needs and feelings of others. They also help young people find their place in an international community as well as developing the need to become active members of a global society.

CHAPTER I – GENERAL PROVISIONS

§1

1. Phrases and expressions used in the Statute and written with capital letters, have been given the meaning below:
 - 1) Head of School – highest authorized body at Prywatne Liceum Ogólnokształcące nr 32 im. Jeana Monneta w Warszawie, empowered to represent the School outside;
 - 2) Deputy Head of School – second highest authority at Prywatne Liceum ogólnokształcące nr 32 im. Jeana Monneta w Warszawie, takes over the duties of the Head of School during her absence;
 - 3) The IB – International Baccalaureate Organization with registered seat in Geneva (Switzerland) implementing three education programmes: Primary Years Programme, Middle Years Programme and Diploma Programme;
 - 4) Superintendent of Education – pedagogical supervisor of the School;
 - 5) MIS - Monnet International School; international school comprising Prywatne Liceum Ogólnokształcące nr 32 w Warszawie and Prywatna Szkoła Podstawowa nr 95 w Warszawie, offering the International Baccalaureate programme on all levels: kindergarten, primary school and secondary school.
 - 6) MEN - Ministerstwo Edukacji Narodowej – Ministry of Education;
 - 7) Teacher – form and subject teacher or other pedagogical team employee of Prywatne Liceum Ogólnokształcące nr 32 w Warszawie;
 - 8) Legal Guardian / Guardian – legal guardian of the Student and persons (entities) exercising foster care over the Student;
 - 9) Person running the School – authority managing the School in the understanding of Art. 3 item 5) of Act dated 7 September 1991 on the education system (Jo. L. 1991 no 95 item 425 as amended),
 - 10) PLO/School - Prywatne Liceum Ogólnokształcące nr 32 w Warszawie, a private secondary school with international classes, registered in the registrar of schools and non-public institutions, managed by the Capital City of Warsaw under number 7 LO, in accordance with certificate No 11/LO/92[7] of 29 January 2019, completion of which entitles the student to obtain a baccalaureate certificate after passing the matriculation exams, whereas in the IBDP passing international baccalaureate final exams – entitles to an IB Diploma.
 - 11) IBDP - International Baccalaureate Diploma Programme – Diploma Programme implemented as part of the teaching programme at Prywatne Liceum Ogólnokształcące nr 32, whose detailed rules of implementation are set out in separate regulations contained in the General Regulations Diploma Programme, published by the IB (International Baccalaureate Organization with registered seat in Geneva (Switzerland));
 - 12) School Office – organizational unit of PLO, responsible for PLO administrative support, particularly including ongoing coordination of the flow of information, documents, correspondence between Students, their Guardians and PLO.

Electronic correspondence intended for the School Office should be sent to the email address - liceum@monnetinternationalschool.pl or liceum@monnet.pl

- 13) Statute – this document along with attachments;
 - 14) PLO Website – <http://www.maturamiedzynarodowa.pl/liceum/>;
 - 15) Student – person receiving education, on behalf of whom the Guardian signed an Agreement for education with Prywatne Liceum Ogólnokształcące nr 32, being part of Monnet International School in Warsaw;
 - 16) UoSO – (Ustawa o systemie Oświaty) Act of 7 September 1991 on the education system (Jo. L 1991 no 95 item 425 as amended);
 - 17) UPrO – (Act on education law) Act of 14 December 2016 Education law (Jo. L 2017 no 59 as amended);
 - 18) Home Room Tutor – teacher, entrusted with the care of one class.
 - 19) EE (Extended Essay) – essay checked by the IB examiners.
2. The headers contained within the Statute are for reference purposes only and will not affect the interpretation of the Statute, unless the header includes a word or phrase defined above.
 3. Attachments mentioned in the Statute constitute its integral part, unless something else results directly from the content of the Statute. In the event of a conflict between Statute provisions and provisions in the Attachments, the Statute provisions take precedence.

§ 2

1. PLO is a non-public school in the understanding of UPrO regulations.
2. PLO was established in 1992.
3. The headquarters of PLO are located at 6a Belwederska Street in Warsaw (00-762 Warsaw).
4. PLO is part of Monnet International School – including educational institutions, which – apart from executing the core curriculum of general education and framework teaching plans defined in the manner provided for by UoSO and UPrO regulations – also implement the programmes of the International Baccalaureate Organization with registered seat in Geneva (Switzerland): Primary Years Programme, Middle Years Programme, Diploma Programme.
5. In order to implement the international programmes and teaching methods, as well as other educational innovations and sharing experiences of this process, PLO makes use of the „Support” Foundation registered in Warsaw, at 27 Pustuleczki Street, KRS:0000335675, as well as other organizations promoting good educational methods.

§3

1. The founder and person running the School is Hanna Buśkiewicz - Piskorska.
2. The Mazovian Superintendent of Education is the authority exercising pedagogical supervision over PLO as well as performing other tasks and competences, detailed in UPrO.
3. Apart from the authority defined in art. 2 above, pedagogical supervision over the implementation of the IBDP programme in PLO is exercised by the IB.

CHAPTER II – DUTIES AND OBJECTIVES OF PLO

§4

1. PLO performs the duties and objectives defined by UPrO regulations and secondary legislation, as well as regulations in force for schools and educational institutions implementing the IBDP, in particular:
 - a) Provides comprehensive education for the Student, taking into account the wellbeing of the Student as well as his/her individual interests, needs and psychophysical abilities;
 - b) Prepares the Student to undertake university studies within the country or abroad, either at private or public universities;
 - c) Facilitates the Student contacts with other countries and cultures, among others, by organising international exchanges, participating in the IBDP, participating in programmes financed by the European Union as well as improving the methods of teaching foreign languages;
 - d) Supports Legal Guardians in their educational function;
 - e) Creates conditions which encourage the respect for cultural and ideological differences;
 - f) Develops a sense of national, ethnic, linguistic and religious identity;
 - g) Respects the religious and ideological beliefs of School employees and the student community;
2. Detailed objectives and duties of PLO, apart from the relevant provisions of UPrO, are specified by the Education and Prevention Programme (*Program Wychowawczo-Profilaktyczny*) constituting attachment no 2 to the Statute.
3. Statutory objectives and duties of PLO are performed by the Head of School, Teachers and non-teaching Staff in cooperation with Students, Legal Guardians, psychological and pedagogical counselling centres, economic, social and cultural organizations and institutions in agreement with the person running the School.

CHAPTER III – PLO AUTHORITATIVE BODIES AND THEIR RESPONSIBILITIES

§5

1. PLO is a self-governing community of Students, Teachers and Legal Guardians led by its authoritative bodies.
2. The PLO authoritative bodies comprise of:
 - a) The Head of School;
 - b) Teachers' Council;
 - c) Education Quality Manager
 - d) IBDP Coordinator;
 - e) Curriculum Coordinator;
 - f) CAS Coordinator;
 - g) Extended Essay Manager;
 - h) Monnet Operations Team (OPTEAM);
 - i) Student Council.

§6

1. The Head of School is the highest authoritative body in the School.

2. The Head of School is the person running the School, mentioned in § 3 of the Statute or a person appointed to the position of Head of School by the person running the School.
3. The Head of School:
 - a) Manages the School's activities and represents it outside;
 - b) Exercises pedagogical supervision;
 - c) Cares for Students and creates conditions ensuring harmonious psychophysical development, by actively promoting pro-health activities;
 - d) Implements the resolutions of the Teachers' Council, undertaken within the framework of its competences;
 - e) Has financial resources entrusted to him/her by the person running the School and is liable for the correct use of these funds,
 - f) Ensures the safety of Students and Teachers during classes organised by the School;
 - g) Cooperates with universities in terms of organising teaching internships;
 - h) Is responsible for implementing recommendations resulting from opinions and decisions on the special needs of Students;
 - i) Can delete a Student from the Student List if the conditions set out in the Statute are met;
 - j) Approves curricula;
 - k) Ensures implementation of the general education core curriculum, defined in UoSO and UPrO regulations;
 - l) Ensures proper implementation of the IBDP;
 - m) Has the right to conclude bilateral or tripartite contracts with Students and their Guardians. Contracts refer to specific educational achievements and attendance during the given semester, which the Student must achieve. Fulfilling the contract is a condition for the Student to remain in the School.
4. The Head of School is the executive manager of PLO for all employed Teachers and non-teaching staff.
5. If the Head of School is not the person running the School, then the Head of School:
 - a) Must present the person running the School with an opinion regarding the employment and dismissal of Teachers and non-teaching staff, subject to the reservation, that the opinion is not binding for the person running the School;
 - b) Awards prizes and imposes penalties for breach of regulations, to Teachers and non-teaching staff, after previously obtaining permission from the person running the School;
 - c) Can assign permanent tasks and duties to Teachers as part of the remuneration provided for in the employment contract, or after obtaining permission from the person running the School, additionally paid didactic, care and educational activities resulting from PLO work organization;
 - d) Presents the person running PLO with any changes to the Statute, that must be approved.
6. If the Head of School is the person running the School, then the tasks mentioned in par. 5 above, are performed independently by the Head of School.
7. The Head of School cooperates with School Authoritative Bodies and Students' Guardians in the performance of his/her duties.
8. If the Head of School is absent, he/she is replaced by the Deputy Head of School and if there is no one assigned to this position – a Teacher, designated by the person running the School.

9. The Deputy Head takes over the duties of the Head of School, within the scope and on the terms set out by the Head of School in a written authorization, and consistent with the scope of responsibilities signed by the Deputy Head of School.

§7

TEACHERS' COUNCIL

1. The Teachers' Council is a collective body of PLO within the scope of implementing its statutory tasks in education, care and upbringing.
2. The Teachers' Council consists of the Head of School and Teachers. The person running the School may participate in Teachers' Council meetings as an advisor, as well as persons invited by the Chairman, with the permission or on the request of the Teachers' Council, including representatives of associations and organizations, whose statutory goal is educational activity or the expansion and enrichment of the didactic and care activities performed by the School.
3. The Chairman of the Teachers' Council is the Head of School.

§8

TEACHERS' COUNCIL - RULES OF OPERATION

1. Teachers' Council meetings are scheduled before the inauguration of the school year, in each interim and annual period due to the classification and promotion of Students, after the completion of annual didactic and educational activities and if the need arises. Meetings may be organized on the request of the authoritative body exercising pedagogical supervision, person running the School, on the initiative of the Head of School or at least 1/3 of Teachers' Council members.
2. The Chairman runs and prepares Teachers' Council meetings and is liable for informing all members about the date and agenda of the meeting.
3. The Head of School presents the Teachers' Council, at least twice a year, with general conclusions from the performed pedagogical supervision and information about School activity.
4. The Teachers' Council establishes its rules of operation.
5. Meetings of the Teachers' Council are recorded pursuant to the Teachers' Council Regulations.
6. Resolutions of the Teachers' Council are undertaken by a majority vote in the presence of at least half of its members and as an open vote, subject to item 7 and 8 of this paragraph.
7. On the request of Teachers' Council members, voting over resolutions may take place in secret. The decision about a secret vote is made by the Chairman of the Teachers' Council on the basis of an open vote, on the terms defined in item 6 above. In the event of a secret vote, a returning committee of 3 (three) persons is appointed. The returning committee draws up a voting protocol, which is attached to the minutes of the Teachers' Council meeting.
8. Votes regarding matters, settlement of which refers to the rights and obligations of designated persons (employee matters), take place in the way of a secret vote.

9. Persons participating in Teachers' Council meetings, are obliged not to reveal matters raised at the Teachers' Council meeting, as this could violate the personal rights of Students and Guardians as well as Teachers and non-teaching staff.

§9

TEACHERS' COUNCIL RESPONSIBILITIES

1. Responsibilities of the Teachers' Council include:
 - a) Undertaking resolutions regarding classification results and promotion of Students;
 - b) Undertaking resolutions on innovation and pedagogical experiments within the School;
 - c) Undertaking resolutions regarding deletion from the Student List and expulsion from School;
 - d) Determining the use of pedagogical supervision results to improve PLO operations;
 - e) Preparing a Statute draft or changes therein and presenting them for approval by the person running the School;
 - f) Establishing a school calendar before 1st September, taking into consideration among others, exam sessions, winter break, workshops, trips, additional days off mentioned in § 20 of the Statute, Teachers' Council meetings, Parent-Teacher meetings;
 - g) Approving the Education and Prevention Programme.
2. The Teachers' Council evaluates, in particular:
 - a) PLO work organization, including weekly schedules of educational, didactic and extracurricular activities;
 - b) Suggestions of the Head of School in terms of awarding decorations, prizes and other distinctions to Teachers;
 - c) Suggestions of the Head of School in terms of appointing permanent tasks and activities to Teachers within their base salary, as well as additionally paid didactic, educational and care tasks;
 - d) curriculums;
 - e) Statute drafts or changes therein suggested by other PLO bodies;
 - f) Decisions on deletion of Students from the Student List and expulsion from School.

§ 10

EDUCATION QUALITY MANAGER

1. The EQM is appointed by the person running the School.
2. The EQM:
 - a. Conducts class observations of lessons and makes notes from these observations.
 - b. Is the mentor for PLO Teachers during their professional development; trains and supports PLO Teachers

§11

IBDP COORDINATOR

1. The IBDP Coordinator is appointed by the person running the School.
2. The IBDP Coordinator coordinates and is liable for the implementation of the IBDP at PLO;

3. A detailed scope of responsibilities and duties of the IBDP Coordinator is defined by the provisions of the “IBDP Regulations in classes offering international baccalaureate”, constituting attachment no 3 to the Statute.

§12

CURRICULUM COORDINATOR

1. The Curriculum Coordinator is appointed by the person running the School.
2. The Curriculum Coordinator aims to maintain consistency of programme activities at MIS on all levels of education (kindergarten, primary school and secondary school) and is liable for the compliance of programme activities with the IB philosophy, in particular:
 - a) Is responsible for the visualization of the IB learner profile and school mission statement within the school area;
 - b) Cooperates with the school psychologist, Home Room Tutors and teachers within the scope of creating and executing the educational programme, connected with the school mission statement and IB learner profile;
 - c) Conducts observations of lessons, weekly home room meetings in terms of their compliance with the school mission statement and the IB learner profile, makes notes from the aforementioned observations;
 - d) Ensures that all curricular classes and extracurricular activities undertaken by students and teachers are consistent with the philosophy of the IB Programmes;
 - e) Stimulates students to develop and pursue their passions and needs – cultural, social, sport, voluntary, entertainment – within the school community;
 - f) Is responsible for promotional activities and organizing open house days for candidates.

§13

CREATIVITY ACTIVITY SERVICE (CAS) COORDINATOR

1. The CAS Coordinator is appointed by the person running the School.
2. The CAS Coordinator is responsible for popularizing ideas, principles and the philosophy of the IB Programme of Creativity - Activity - Service within the school community and the local environment.
3. A detailed scope of responsibilities and duties of the CAS Coordinator is defined by the provisions of the „IBDP Regulations in classes offering international baccalaureate”, constituting attachment no 3 to the Statute.

§14

EXTENDED ESSAY (EE) MANAGER

1. The EE Manager is appointed by the person running the School;
2. The Manager supervises the EE process;

3. A detailed scope of responsibilities and duties of the EE Manager is defined by the provisions of the „IBDP Regulations in classes offering international baccalaureate”, constituting attachment no 3 to the Statute.

§15

MONNET OPERATIONS TEAM (OPTTEAM)

1. The team manager is appointed by the person running the School.
2. Team members are assigned by the person running the School.
3. The goal of the team is to optimize learning conditions and organization of the academic year within the Diploma Programme in terms of Student efficiency and their wellbeing.
4. The team watches over the schedule of dates in order to encourage effectiveness of Student's work, their harmonious development, energy and enthusiasm.
5. The team cooperates with the Student Council.

§16

STUDENT COUNCIL

1. The Student Council comprises of all School Students, who choose their representatives for the Student Council Board, through an equal, secret and common vote.
2. The Student Council Board is representative of all Students and manages the activities of the Student Council.
3. The term of office for the Student Council Board is one year.
4. The Student Council Board adopts the regulations of the Council.
5. The Regulations of the Student Council cannot be contradictory to the Statute.
6. The Student Council expresses an opinion in matters concerning the deletion of a Student from the Student List. However, this opinion is not binding for the Head of School.
7. The Student Council can present conclusions and opinions regarding the implementation of Student rights to the Teachers' Council and the Head of School.
8. The Student Council has the right to:
 - a) Select a Teacher to be the mentor for the Student Council;
 - b) Select an Ombudsman from Teachers, whose role will be to represent Students and protect their rights in disputable situations between Students and Teachers or the Head of School;
 - c) Organize, in agreement with the Head of School, cultural, educational, entertainment, voluntary and sport activities in accordance with Student needs and PLO organizational abilities;

§17

RULES OF COOPERATION BETWEEN SCHOOL AUTHORITIES AND METHODS FOR RESOLVING DISPUTES AMONG THEM

1. Freedom of action.

PLO authorities have the possibility of free action within their scope of responsibilities.

2. Cooperation.

- a) PLO authorities cooperate with one another in order to perform their statutory tasks.
- b) Each PLO authority is eligible to make requests to other PLO authoritative bodies.

3. Communication.

PLO authorities must inform one another about ongoing and planned activities, particularly activities and decisions that may affect operations of the remaining PLO authoritative bodies.

4. Resolving disputes.

- a) Each PLO authority is obliged to undertake activities aiming to resolve conflicts, arising from the statutory operations of PLO, subject to item b) below.

b) Conflicts are resolved:

- i. Between authorities representing Teachers, Guardians and Students – by the Head of School;
- ii. Between Students in the same class, Students of different classes or between Students and Teachers – by Home Room Tutors of the given class/classes, with the possibility of referring to the school psychologist or Head of School,
- iii. Between Teachers or non-teaching staff and Student Guardians – by the Head of School,
- iv. Between Teachers and the Head of School – by the person running the School, if these functions are separate.

- c) In the event of conflict, the person or authority competent to resolve the dispute, should consider the following issues before making a final decision:

- i. Arguments of both parties;
- ii. Information from potential witnesses of the conflict;
- iii. Causes/roots of the conflict;
- iv. Current and future effects of the conflict;
- v. Stage of the conflict;
- vi. Laws relating to the matter in dispute.

5. Conflicts should be resolved in a suitable area, without the presence of third parties and allowing both sides to express their views and opinions .

6. The decision, mentioned in item c) above, should be duly substantiated, objective and consistent with the Statute and binding regulations.

7. The sides of the conflict may appeal against the decision of the Head of School to the governing body of the School, if these functions are separate.

CHAPTER IV – PLO WORK ORGANIZATION

§18

- 1. PLO implements a curriculum preparing Students for the international baccalaureate exams, which enable the Student to obtain an IB Diploma.
- 2. The IB Diploma, mentioned in par. 1 above, in the understanding of UoSO regulations, confirms a secondary education and the right to apply for a tertiary education within the Republic of Poland and abroad.

§19

1. The basic organizational unit of PLO is a class.
2. The number of Students within a class varies from 10 (ten) to 30 (thirty) Students, with the reservation, that the number of Students in the IBDP varies from 10 (ten) to 40 (forty) students.
3. The Head of School can create a class, in which the number of Students is lower than that defined in par. 2 above.
4. Home Room Tutors are in charge of classes and if PLO organization allows, they fulfill their function throughout the entire education stage of the class, in order to ensure continuity and effective education.
5. Classes with less than 10 (ten) Students may have one, common Home Room Tutor.
6. Functions of Home Room Tutors are assigned by the Head of School at a meeting preceding the inauguration of the school year. The IBDP Coordinator fulfils the role of Home Room Tutor in classes following the IBDP and comprising less than 10 (ten) students.

§20

1. PLO has a four-year teaching cycle, with the exception of post-Middle School classes, which have a three-year teaching cycle.
2. The school year begins on 1st September each calendar year and finishes – on 31st August of the following calendar year.
3. The school year is divided into two classification periods (terms). The first classification period (term) ends on 31st January. Within the last three weeks before the Teachers' Council meeting, PLO organizes a mock exam session for all Students.

§21

1. Subject to par. 2 below, didactic and educational activities begin on the first weekday of September in the given calendar year, and end on the first Friday after 20th June of the following calendar year. If the first day of September falls on a Friday or Saturday, didactic and educational activities begin on the first Monday after 1st September.
2. The highest IBDP classes end regular lessons on the last Friday of April in the given calendar year.
3. At PLO:
 - a) Christmas break lasts from 23rd December to 31st December or from 22nd December till 31st December, if 22nd December falls on a Monday;
 - b) Winter break lasts two weeks during the period from mid-January till late February, in accordance with dates announced by the Ministry of Education;
 - c) Easter break begins on Thursday preceding the Easter holiday and ends on the first Tuesday following Easter;
 - d) Summer break begins on the first Saturday after the end of annual regular lessons and finishes on 31st August.
4. Regular lessons can take place five days per week. Laboratory classes and classes during workshop trips are the exception.

5. The Head of School decides on the weekly organization of PLO operations after consulting the Teachers' Council.
6. The Head of School may establish up to 10 additional days off without regular lessons, within the given school year.
7. Additional days off without regular lessons, mentioned in par. 6 above, may be established:
 - a) On days when PLO is holding final IB exams;
 - b) On other days, if this is reasoned by PLO operations or the needs of the local community.
8. In particular and legitimate cases, independently of additional days off, free from regular lessons and determined pursuant to par. 7 above, the Head of School may establish other days free of regular lessons, under the condition that these lessons will be held on specific Saturdays, after obtaining an opinion from the Teachers' and Student Councils and permission from the person running the School.

§22

1. Regular lessons are organized as class lessons.
2. Lessons last 45 minutes.
3. Breaks between lessons last from 5 (five) to 25 (twenty five) minutes.
4. Certain regular lessons may be organized in the form of subject workshops outside of the statutory PLO building, for example museums, libraries, artistic, cultural and educational institutions, and held as teaching sessions, conferences, trips, science camps, „green schools” or „white schools”..
5. PLO implements:
 - a) In classes following the Pre-DP programme, obligatory educational classes from the following subjects:
Polish language; English language; English language – Academic Writing; French, Spanish or German language – to be chosen as a second language; History; Social Studies; Geography; Biology; Mathematics; Physics; Chemistry; Physical Education; Cultural Studies; Business Studies; Information Technology; Ethics; Safety Education; Research Methods; Family Education;
 - b) In classes following the IBDP – obligatory classes within the IBDP are specified in „Regulations in classes offering the international baccalaurate”, constituting attachment no 3 to the Statute;
 - c) Extra-curricular activities in the form of subject clubs, interest and hobby clubs;
 - d) Remedial classes aiming to fill in gaps within educational achievements of the Student, which make it impossible or difficult to continue their education.
6. Organization of obligatory and extra-curricular regular lessons is specified in the weekly, class time table.

§23

FUNCTIONING OF THE SCHOOL DURING REMOTE AND HYBRID LEARNING

REMOTE LEARNING

In accordance with the regulation of the Minister of National Education of March 20, 2020 on special solutions during the temporary limitation of the functioning of education system

organizations in connection with preventing, counteracting and combating COVID-19, pursuant to Article 30b of the Act of December 14, 2016. - Education law (Journal of Laws of 2019, item 1148, as amended).

1.Functioning of the Teacher's Council

During the time of limitation for school operation, the Teacher's Council undertakes all decisions remotely, through three form of electronic communication.

2.Conducting lessons

- a) all Teachers work with distance learning methods and techniques, using the Microsoft teams platform.
- b) Teachers verify and, if needed, modify education programmes in terms of adapting them to remote working method, education needs and the psychophysical abilities of Students.
- c) The weekly learning scope in particular classes should take into account:
 - i. An even load of Students on individual days of the week,
 - ii. Various activities each day,
 - iii. Psychophysical abilities of Students,
 - iv. Alternately combining education with and without the use of screen monitors, so that Students do not spend more than 4 hours a day in front of a computer.
- d) In order to ensure an even workload for Students each day, Teachers will;
 - i. Enter a work plan for the following week in Librus; at the latest on Friday 8.000pm – information on the scope of material foreseen for the following week along with how this material will be realized e.g. on-line classes or other forms,
 - ii. Conduct classes within the given week at least twice through direct contact with Students – if the given subject is scheduled 3 times or more within the week, or once – if the given subject is scheduled 1 or 2 times per week.

Detailed instructions are specified in the directive of the Head of School no 2/2020 of 27th March 2020.

3.Attendance

- a) Students, who participate in on-line classes (have a switched on camera and microphone), conducts designated tasks, will have an "EXEMPT" status entry.
- b) A Student who has a switched off camera or microphone has an "ABSENT" status entered.
- c) Lateness will not be entered as it may result from technical difficulties, if lateness is a frequent occurrence, inform Parents and Home Room Tutors. Detailed instructions are included in the directive of the head of school no 2/2020 of 27th March 2020.

4. Grading procedures

- 1) The Teacher is obliged to adapt the subject grading system to remote learning.
 - a) current grading – the current system as defined in the School Statute applies through methods, which can be adapted to remotely contact Students; planned tests will be entered into the Librus calendar – in keeping with the rules binding in the School; there can be no more than three per week.
 - b) the summer exam session is hereby suspended.

c) setting end of year grades – a month before the classification Teacher’s Council, the Teacher is obligated to inform the Student about the anticipated end of year grade, entering it into Librus. The final grade must be entered a week before the Teacher’s Council.

2) Behaviour assessment

The behaviour assessment grade is set by the Home Room Tutor, taking into consideration positive and negative entries in Librus.

5.Procedure for improving grades

Improving predicted grades take place in accordance with the subject grading system, adapted to remote learning.

6.Communication with parents

The main form of communication with Parents is Librus.

7.Classification and final assessment

Home Room Tutors send assessments generated from Librus to the head of School, two days before the end of year classification Teacher’s Council. Home Room Tutors are obliged to confirm entered grades with remaining Teachers. Classification will be confirmed remotely through the Microsoft Teams platform, by particular teams of Teachers.

8.Exams

1) Classification exams are held on the written request of the Student or his Parents (Legal Guardians). The date set for the exam is established with the Student and his Parents. The classification exam is held before an approval board and is conducted by the Teacher of the given subject, in the presence of a Teacher designated by the Head of School and teaching the same or a similar subject.

The exam takes place on the Microsoft Teams platform.

The classification exam is held in written form or in the form of practical exercises in real time (for subjects such as physical education, IT, art). Exam tasks should test knowledge and ability within the scope of material resulting from the education programme, and the established grade should be consistent with the accepted scale and criteria.

2) Re-take exams are held in written or oral form or as practical exercises in real time (for subjects such as physical education, IT, art), through the Microsoft Teams platform.

The re-take exam is held by the Teacher of the given subjects in the presence of a Teacher designated by the Head of School and teaching the same or similar subject. The exam is conducted through the Microsoft Teams platform.

Examiners prepare a protocol and save the Student’s work as a pdf file – both documents are then sent to the Head of School.

The re-take exam must be held within the last week of August, the date is set by the Head of School before the end of education classes for the given academic year.

9.Admission and entry exams

1) Applications and documents are to be sent via email.

2) Entry exams will be held through the Microsoft Teams platform.

Detailed instructions are provided for in directive no 3 of the Head of School of 27th March 2020.

HYBRID LEARNING

The School may introduce hybrid learning based on holding both stationary and on-line classes simultaneously. Classes/groups will participate in classes according to the provided schedule.

§24

STUDENT SAFETY

1. PLO ensures conditions for safe education, upbringing and care of Students.
2. “Safety regulations for Students during lessons and breaks” are binding at PLO and specifically define the rules for ensuring Student safety.
3. Pre-DP students cannot leave the School premises during lessons.
4. The Head of School organizes supervising shifts conducted by teachers within the School area, in order to ensure Student safety, supervise their behaviour and school property, specifically defined in the “Teaching staff shift regulations”.

§25

EXCUSING ABSENCES DISMISSAL FROM CLASS

1. Every Student absence from planned, weekly classes must be excused by his/her Legal Guardian in writing, via email to the School Office or through the electronic register. Releasing a Student from a lesson or excusing his absence should be provided to the Student’s Home Room Tutor or School Office. A Student absence, longer than 14 days should be excused in writing by the Guardian and submitted to the Head of School.
2. The Student’s Guardian is obliged to excuse any absences within one week from the day the Student returns to School. Excuses for absences after the designated time period will not be considered.
3. The Head of School excuses the Student from performing certain physical education exercises for a designated period of time, based on a Medical Report stating limited possibilities of the Student in performing said exercises.
4. The Head of School excuses the Student from participating in certain physical education classes, computer or IT lessons for a designated period of time, based on a Medical Report stating a lack of possibility of the Student to participate in said lessons.
5. If the exemption period for the Student, aforementioned in par. 4 above, makes it impossible to establish a mid-year or end of year classification grade, in school documentation “exempt” entry appears instead of the classification grade.

§26

SCHOOL LIBRARY

1. PLO offers Students and Teachers the possibility to use the School library and reading room, in order to perform statutory PLO tasks, particularly implementation of curricula, cultural education and information for Students, as well as professional development of Teachers.
2. The school library stores course books, educational materials, workbooks and other library resources.
3. Tasks, organization and the detailed scope of activities of the school library, as well as the obligations of the Librarian are defined by the School Library Regulations, issued by the Head of School.
4. The School library and reading room are open from Monday to Friday between 8 am – 4 pm, throughout the school year or in other, designated hours, according to information on the library door. School library and reading room opening hours during summer and winter breaks are provided to Students before the end of regular lessons in the given school year. Information about library opening hours is also provided on the School website and information board.

§27
PSYCHOLOGIST

1. PLO provides Students the opportunity to benefit from specialist psychological support.
2. Use of individual psychological support is voluntary and free of charge.
3. The School Psychologist is responsible for:
 - a) Conducting research and diagnosis of Students, including diagnosis of individual developmental and educational needs as well as psycho-physical abilities of Students, in order to determine the cause of educational failures and support Student's strengths;
 - b) Diagnosing educational situations in the School in order to solve behavioural issues and support the development of Students;
 - c) Providing psychological-pedagogical support in forms suitable to identified needs;
 - d) Undertaking measures within the prevention of addiction and other problems of Students;
 - e) Minimizing the effects of developmental disorders, preventing behavioural disorders and initiating different forms of support, both within the School and non-school environment of Students;
 - f) Initiating and managing mediation and intervention activities in crisis situations;
 - g) Helping Teachers and Guardians recognize and develop individual abilities, predispositions and talents of Students;
 - h) Supporting Teachers, Home Room Tutors, educational groups and other specialists in providing psychological and pedagogical care, particularly by acquainting with and making a decision about actions to be undertaken, based on a given evaluation report from psychological counselling centres.
 - i) Education counselling in consideration of the Student's individual abilities.
4. If such a need arises, PLO makes it possible for Students to benefit from psychological and pedagogical counselling from the psychological counselling centre cooperating with the School.

§28

CAREER COUNSELLING

1. PLO offers a career counselling service, aiming to support students and prepare them for conscious selection of the next stage of education and the choice of future profession, taking into account their interests, skills and professional abilities as well as information about different educational systems and employment market.
2. Career counselling is implemented during:
 - Obligatory educational classes within general education,
 - Classes connected with selecting a field of education and profession, held within the scope of psychological and pedagogical support,
 - Classes with Home Room Tutors,
 - Classes with the Career Advisor.

§29

VOLUNTEER WORK

1. PLO initiates and supports volunteer work performed by the school community.
2. Volunteering is a free, conscious and voluntary action, for the benefit of those in need, beyond family ties and friendships.
3. The person responsible for volunteer work is the CAS Coordinator or another Teacher appointed by the Head of School.
4. Detailed, volunteering regulations constitute attachment no 2 to the Statute.

CHAPTER V - STUDENT ADMISSIONS TO PLO (EXCERPTS FROM ADMISSION POLICY ATTACHMENT NO 3)

§30

GENERAL PROVISIONS

1. Candidate Students are admitted to PLO after obtaining positive results from the admission process.
2. The admission process takes place on the request of the candidate's Guardian or an adult candidate, after paying the admission fee for the given school year as specified on the school website.
3. The admission fee is a one-off payment for the administrative costs of the recruitment process and is non-refundable.
4. The admission fee is not charged from candidate Students, mentioned in §29 item 3.

§31

ADMISSION PROCESS TO PRE-DP CLASS

1. Candidate Students for the first class of secondary school (Pre-DP class) are accepted into the School based on their Primary School Completion Certificate, 8th form exam results, results of entrance exams from English and Mathematics, their interview with the Head of School and payment of the entrance fee for the given school year as specified on the school website.
2. The interview, aforementioned in item 1 refers to the interests of the candidate, academic results and achievements as well as future plans.
3. The candidate, mentioned in par. 1 above, is exempt from the entrance exam and entrance fee, if he/she obtained a recommendation to class I Pre-DP, while being a student of Prywatna Szkoła Podstawowa im. Jeana Monneta, entered under number 95.
4. Detailed terms and a recruitment schedule for class I Pre-DP in the given school year, is provided by the Head of School, who then provides them to the public by the end of February of the given school year, by publishing them on the PLO website <http://www.maturamiedzynarodowa.pl/liceum/> in the „admission” tab.

§32

ADMISSION PROCESS TO CLASS III / II* DP – GENERAL PROVISIONS

1. Candidates, fulfilling the below criteria are admitted to class III, implementing the IBDP Programme:
 - a) Have a certificate confirming the completion of class II secondary school within the Republic of Poland or other document confirming an equivalent level of education obtained abroad;
 - b) Have received a positive result from the admission process.
2. The admission process begins in April of the school year preceding the school year, for which the admission process is held.
3. The Head of School can order an additional admission process before the beginning of the given school year, if there are places in the School.
4. The admission process is carried out by the School examination board, appointed by the Head of School from among IBDP Teachers. The Chairman of the School examination board is the Head of School or IBDP Coordinator.
5. The examiners, who are members of the School examination board, prepare tests, grading criteria, check and mark the exams of candidates.
6. There is no possibility to re-take the exam from the selected subject.
7. The Head of School accepts candidates to class III / II* implementing the IBDP Programme, on the basis of admission process and on the request of the school examination board.
8. In the event that the same number of points is obtained by several candidates, priority is given to PLO students.
9. Detailed terms and a recruitment schedule for class III / II* implementing the IBDP in the given school year, is provided by the Head of School, who then provides them to the public by the end of February of the given school year, by publishing them on the PLO website <http://www.maturamiedzynarodowa.pl/liceum/> in the „admission” tab.
10. Detailed terms and conditions of the admission process are defined in Attachment No 3.

§33

RULES FOR ACCEPTING STUDENTS DURING THE IB-DP PROGRAMME

1. A Student of the IBDP from a different School may apply for admission to the IBDP at PLO.
2. Detailed terms and conditions on admitting a Student during the IBDP are defined in Attachment No 3.

CHAPTER VI - RIGHTS AND OBLIGATIONS OF PLO STUDENTS. AWARDS AND PENALTIES

§34

RIGHTS AND OBLIGATIONS OF STUDENTS

1. Students have the right to:
 - a) Kind and individual treatment;
 - b) Respect for personal dignity;
 - c) Respectful treatment;
 - d) Freedom of expression and freedom of conscience as well as other rights resulting from the Convention on the Rights of Children and the Human and Citizens' Rights Convention;
 - e) Become familiar with the curriculum, its content, goals and requirements;
 - f) Work in a clean and safe environment, which facilitates learning.
 - g) Explicit and reasoned assessment of progress in learning and behaviour;
 - h) Organization of school life promoting balance between learning and the opportunity to develop own interests and hobbies;
 - i) Participate in Student Council activities;
 - j) Edit and issue a school magazine;
 - k) Organize cultural, educational, sport and entertainment activities in accordance with their own needs and organizational abilities and approved by the Head of School;
 - l) Choose a Teacher to be the mentor for the Student Council;
 - m) Re-take a class (level)– only once throughout the entire education cycle at PLO.
2. Students are obliged to:
 - a) Respect Teachers, non-teaching staff and peers;
 - b) Reliably fulfill the duty to learn and persistently seek to acquire knowledge and develop their own personality;
 - c) Care about the reputation of the School, represent it proudly and treat others with respect;
 - d) Care about School property and that of institutions cooperating with the School. Legal Guardians are responsible for any damage done to School property or that belonging to cooperating institutions.

- e) Respect other people’s property – tangible and intellectual;
 - f) Comply with the school Behaviour Policy, particularly including:
 - i. The ban on using mobile phones and other electronic devices during lessons. All electronic equipment including mobile phones must be switched off during lessons. Violation of this rule will cause a warning from the Home Room Tutor, whereas repeated violation will result in a reprimand and/or the Student’s Parents or Guardians being called into the School;
 - ii. Attend School in a neat, aesthetic, non-provocative outfit, appropriate to the circumstances;
 - iii. Refrain from succumbing to addictions. At PLO Students are strictly prohibited from smoking, drinking or taking drugs.
3. A detailed scope of rights and obligations, desirable and reprehensible behaviours of Students as well as the rules of conduct for PLO in determining a Student offense, are defined by the “Behaviour Policy”, constituting attachment no 4 to the Statute.
 4. If there is a suspicion that a Student is under the influence of alcohol or drugs, PLO demands the Legal Guardian to immediately pick up the Student and do appropriate alcohol or drug blood tests. Guardians are obligated to immediately provide the test results to the Head of School.
 5. If there is a suspicion that Student rights have been violated, the Student and his Guardian may submit a complaint in writing to the Head of School, who is obliged to conduct an investigation and inform all interested parties about its results within thirty (30) days from receiving the complaint.

§35

AWARDS FOR PLO STUDENTS

1. The Head of School may grant the following awards to Students for outstanding academic achievements or behaviour:
 - a) praise;
 - b) diploma of recognition;
 - c) letter of approval;
 - d) book prizes at the end of the school year;
 - e) right to represent PLO in competitions and subject olympics;
2. The person running the School, on the request of the Head of School (if these roles are separate) or the Teachers’ Council, may award Students with outstanding achievements in education financially, apart from the awards mentioned in par. 1 item a) – e) above, depending on the financial situation of PLO and in accordance with the “Regulations for granting awards to Students for academic achievements”.
3. The financial award for academic achievements, mentioned in par. 2 above, may be awarded to a Student who has achieved an annual average grade of 5,00 at the end of mid-year or end of year classification and his behaviour has been graded as “exemplary”. The amount or type of award depends on the average grade from classification periods .

§36

PENALTIES FOR STUDENTS

1. A Student may be penalised by way of:
 - a) A warning from the Home Room Tutor;
 - b) A reprimand from the Home Room Tutor;
 - c) A warning from the Head of School;
 - d) A reprimand from the Head of School;
 - e) Deletion from the Student list.
2. The type of imposed penalty depends on the level of the offence committed by the Student, particularly the type and extent of violation of his duties, the type and scale of negative consequences of his actions, the student's current behaviour and attitude as well as behaviour following the offence. Subject to §36 of the Statute, detailed rules for imposing penalties are defined by the „Behaviour Policy”, adopted by the Teachers' Council on the request of the IBDP Coordinator and constituting attachment no 4 to the Statute.
3. The Home Room Tutor or the Head of School imposing the penalty must immediately inform the Student and his Guardian in written form about the type of penalty.
4. If the Student questions the validity or type of penalty mentioned in par. 1 item a) - e) above, the Student or his Guardian has the right to an appeal within 7 (seven) days from receiving information about its imposition.
5. Appeal against the penalty, mentioned in par. 4 above, must be prepared in written form under the rigour of invalidity and must contain justification.
6. An Appeal Committee appointed by the Head of School and consisting of Home Room Tutors and the School psychologist, is suitable to recognize the aforementioned penalty appeal. The Appeal Committee issues a decision, which either rejects the penalty appeal or waives the penalty and remits the case for consideration by the Teachers' Council. The decision of the Teachers' Council is final.
7. The Head of School is obliged to provide the Student or his Guardian with a written response to the penalty appeal, within 14 (fourteen) days from the appeal being submitted. The Head of School's response should contain a substantiation.

§37

DELETION FROM THE STUDENT LIST

1. Disciplinary deletion from the Student list is an administrative decision of the Head of School, issued after previously obtaining an opinion from the Teachers' Council and Student Council, if the Student:
 - a) Consumes or distributes drugs;
 - b) Consumes or possesses alcohol within the premises of PLO or in the immediate vicinity, enters the premises of PLO or immediate vicinity after consuming alcohol or consumes alcohol outside of PLO premises but during lessons and activities organized by PLO;
 - c) Smokes cigarettes and/or uses e-cigarettes within the PLO premises or immediate vicinity, possesses and/or smokes or uses e-cigarettes outside of PLO premises but during lessons and activities organized by PLO;
 - d) Behaves in a vulgar, immoral or aggressive manner;

- e) Destroys School property;
 - f) Acts in a way detrimental to the reputation of the School;
 - g) Received two reprimands from the Head of School within one school year;
 - h) Received a reprehensible assessment of behaviour twice at the end of the school year;
 - i) Grossly violates other Student obligations specified in §33 par. 2 of the Statute or “Behaviour Policy” constituting attachment no 4 to the Statute.
2. The aforementioned opinions of the Teachers’ Council and Student Council are not binding for the Head of School.
 3. Deletion from the Student list is an administrative decision of the Head of School and if the Head of School is not the person running the School – after obtaining his decision, if:
 - a) The student’s education agreement was not effectively concluded;
 - b) The entry fee, mentioned in the student’s agreement was no paid;
 - c) There was a delay in the payment of tuition fee instalments, defined in the Student’s education agreement signed by the Legal Guardian,
 - d) If a separate agreement was concluded for additionally paid subjects and there is a delay in the payment of this fee within the period defined in the agreement and due PLO (binding till June 2020),
 - e) The Student’s education agreement was terminated by either party in the manner defined in the agreement.
 4. The decision of the Head of School regarding deletion from the Student List should fulfil the requirements of the administrative decision, pursuant to the provisions of the Administrative Procedure Code. The Head of School’s decision may be appealed against to a higher authority – the Mazovian School Superintendent – within 14 (fourteen) days from being received.

CHAPTER VII - RIGHTS AND OBLIGATIONS OF PLO EMPLOYEES

§38

RIGHTS OF PLO EMPLOYEES

1. Teachers and non-teaching staff have the right to:
 - a) respect for personal dignity;
 - a) freedom of speech and conscience and all other rights under the Human and Citizens' Rights Convention;
 - b) participation in the life of the School and its development;
 - c) an explicit and reasoned appraisal of their work, performed by the Head of School;
 - d) participation in associations and organizations whose statutory goals are connected with educating and upbringing children and teenagers, as well as expanding and enriching forms of didactic, educational and caring activities of the School.

§39

OBLIGATIONS OF PLO EMPLOYEES

1. The scope of obligations for non-teaching staff is specified in detail in their employment contracts.
2. Teachers and non-teaching staff are obliged to respect one another, respect Student's dignity and care for the reputation of PLO.

§40

OBLIGATIONS OF PLO TEACHERS

1. Teachers are obliged to:
 - a) diligently perform their teaching and educational duties towards the Students,
 - b) care for the safety of Students in the School and during extra-curricular activities as well as comply with the following regulations:
 - i. „Safety regulations for Students during classes and breaks”;
 - ii. „Teaching staff duty regulations”;
 - iii. „Employment regulations”;
 - c) Be an example to Students of good manners manifesting itself, among others through caring for the language of communication (non-use of profanity), caring for their own appearance and that of the workplace, reacting to the rude behaviour of Students as well as not using mobile phones during lessons;
 - d) Participate in Teachers' Council meetings and meetings with Parents and Legal Guardians;
 - e) fairly assess students' academic performance;
 - f) inform Parents and Legal Guardians in an ongoing manner about Student's academic performance.
2. Duties of Teachers particularly include:
 - a) Implementing the School curriculum;
 - b) Supporting the psycho-physical development of Students;
 - c) Professional development and improvement of teaching and communication skills particularly in relations with Students;
 - d) Systematic and objective assessment of Students' works;
 - e) Eliminating causes of educational failure;
 - f) Systematically managing course curriculum documentation;
 - g) Active participation in the Teachers' Council, implementing its resolutions and maintaining deadlines specified in the school year calendar, mentioned in §9 item (f) of the Statute;
 - h) Cooperation with Parents and Legal Guardians;
 - i) Preparing the curriculum, educational requirements and subject assessment criteria consistent with the school assessment system, prior to the beginning of each school year.
3. PLO Teachers create teams implementing IBDP.
4. Teachers implementing the IBDP:
 - a) Accept additional responsibilities resulting from the implementation of the programme;
 - b) Use English as the language of instruction, with the exception of Polish and other, foreign language lessons;

- c) Manage documentation in the electronic register and upload documents to the IBIS electronic system, defined by the IB and the IBDP Coordinator;
- d) Are subject to an IB evaluation, appraisal by the IBDP Coordinator, Head of School and person running the School in terms of their fulfillment of duties and functions.

CHAPTER VIII - METHODS OF OBTAINING FINANCIAL SUPPORT FOR PLO OPERATIONS

§41

1. The School is financed from the following sources:
 - a) Own funds of the person running the School – Hanna Buśkiewicz-Piskorska;
 - b) Tuition fees, entry fees, admission fees, fees related to the provision of additionally paid subjects and remedial classes;
 - c) Donations of legal and physical persons to PLO;
 - d) Subsidies from the local government budgets;
 - e) Other sources of finance.
2. The person running the School manages the financial resources of the School.
3. Tuition fee, entry fees, admission fees and fees related to the provision of additionally paid subjects and remedial classes are set by the person running the School.
4. In classes implementing the IBDP and consisting of less than 5 (five) Students or in pre-DP classes consisting of less than 10 (ten) Students, tuition fee is higher than in the remaining classes, so that it covers the costs of education of Students in the given class
5. Tuition fee may increase if external fees paid by PLO change, particularly rental fees for the building, adapted for the educational services being the subject of education agreements, but not foreseen by the parties during the conclusion of these agreements.
6. Tuition fees will be subject to an annual indexation based on changes in the consumer price index published by the President of the Central Statistical Office (GUS) as at 1st January of the previous calendar year.
7. In class IV IBDP / III IBDP* there is an examination fee, the amount of which is dependent on the fees set by the IB, exchange rate and the costs of sending Student examination papers. This fee is divided into two parts. The first part – covering the costs of registering the Student for the IB final exams - paid by the Guardian before the 5th October of the given school year. The second part – covering the costs of sending examination papers to examination centers – paid by the Guardian in mid-March of the school year in which the Student takes international baccalaurate exams.
8. The entry fee is binding for all newly admitted PLO Students. It is due within a month from admission into PLO. If the Student is admitted to PLO during the school year, the entry fee is to be paid on the day the Student is admitted into the School.
9. Students admitted into the IBDP (class II IBDP* and III IBDP) must pay an entry fee into the programme.

*refers to 3-year secondary school programme

10. The entry fee into the School is a one-off payment. If the Agreement is terminated prior to the end of the period for which it was concluded, the entry fee is returned in the amount proportional to the period remaining to the natural dissolution of the agreement.
11. The person running the School may change the amount of the entry fee at the beginning of each school year.
12. The entry fee is redeemed only if the same Guardians enroll more than one Student in the School. This arrangement is only valid if the next child starts education in the School while the other child is still attending.
13. The Student Guardians, by signing the education agreement at PLO are obliged to regularly pay tuition fees as well as any other fees for the education of the Student, within the deadlines foreseen in the education agreement. If the payment deadline is not met, PLO has the right to charge interests for delays in the amount provided for in the agreement.
14. If PLO is providing an education service for more than one child of the same Guardians, tuition fees for each subsequent child amount to 4/5 of the tuition fee binding in the given school year, in regard to the first child. The arrangement, mentioned in the previous sentence, only applies if the children attend the School together and does not apply to Students in the IBDP.
15. Tuition fees for education services provided by PLO for the children of PLO employees amount to 3/5 of the tuition fee binding in the given school year.
16. Depending on financial abilities, PLO foresees the possibility of reducing tuition fees for Students who are in a difficult financial situation. A decision in this respect is made by the person running the School.

CHAPTER IX - FINAL PROVISIONS

§42

1. The person running the School must inform the entire School community, competent authority of pedagogical supervision and municipality in which PLO operates, about the closing of PLO at least 6 (six) months before the closing date.
2. PLO may organize additional activities for children, youth, Guardians and Teachers.
3. The Statute is binding for all members of the school community – employees, Students and their Guardians.
4. Any changes to the Statute must be approved by the person running the School and sent to the appropriate authorities for pedagogical supervision.
5. The following attachments constitute an integral part of the Statute:
 Attachment no 1- Internal Assessment System (*Wewnętrzne Zasady Oceniania*)
 Attachment no 2 – Education and Prevention Programme (*Program Wychowawczo-Profilaktyczny*),
 Attachment no 3 – IBDP Regulations,
 Attachment no 4 – Regulations for Student behaviour in the School (*Zasady Zachowanie Uczniów w Szkole*)

6. Matters not regulated by the Statute are subject to the provisions of UPrO, UoSO.

The Statute comes into effect on 1st September 2020