

## **INTERNATIONAL SCHOOL OF POZNAN ASSESSMENT REGULATIONS**

THESE REGULATIONS HAVE BEEN DEVELOPED ON THE BASIS OF THE FOLLOWING DOCUMENTS:

1. The Regulation of the Minister of National Education (May 21, 2001) on General Rules and Regulations for Public Kindergartens and Schools.
2. The Regulation of the Minister of National Education (August 3, 2017) on Procedures and Methods of Assessment, Classifying and Promoting Students (...) with later additions.
3. Act of September 7, 1991 on the system of education.
4. Act of December 14, 2016 regarding the introduction of the education law
5. Act of December 14, 2016 regarding the education law
6. *The International School of Poznan Statutes.*

THE AIM OF THIS POLICY IS TO SPECIFY THE ENTRIES OF THE STATUTE IN ACCORDANCE TO THE NEEDS OF DAILY EDUCATIONAL AND TEACHING WORK.

## SECTION I

### ASSESSMENT OF STUDENT'S KNOWLEDGE AND SKILLS

#### § 1 GENERAL PROVISIONS

1. The aims of assessing a student's knowledge and skills are:
  - a. to systematically and on a day-to-day basis observe a student's learning progress and achievements,
  - b. to stimulate a student's intellectual development as well as his/her talents and interests,
  - c. to make a student aware of the level of knowledge and skills that he/she has achieved and which are required by the curriculum, as well as any shortcomings,
  - d. to accustom a student to systematic work, self-control and self-assessment,
  - e. to guide a student when working independently,
  - f. to correct a teacher's educational and teaching methods and organization of work,
  - g. to provide a student with an interim (annual) summary of his/her knowledge and skills and, on the basis of this, state the level of achieved learning outcomes specified in the curriculum for that period (school year),
  - h. to provide feedback to a student and legal guardians on student's progress, problems or his/her special talents,
  - i. to verify the student's mastery of the material provided in the core curriculum and in school curricula
2. Assessment in kindergarten and primary school grades 1-3 is descriptive.
3. The level of knowledge and skills that a student has achieved and specified in the curriculum is represented in the form of school grades, further referred to as 'grades', and shown in the table below. It is important that the starting point for a positive grade has its justification in the level of teaching, the environment differentiations, type of school and the intellectual abilities of the students.

GRADE	ABBREVIATION	NUMERICAL REPRESENTATION
EXCELLENT	E	6
VERY GOOD	VG	5
GOOD	G	4
SATISFACTORY	S	3
POOR	P	2
FAIL	F	1

4. Marks, represented in the form of grades, are divided into:
  - a. partial, which reflect the achieved level of knowledge and skills in the covered section of the curriculum,
  - b. interim and yearly, which reflect the general achieved level of knowledge and skills as specified in the curriculum for a defined period (school year).
5. The grade is awarded by the subject teacher.
6. The grade awarded by the subject teacher cannot be overruled or changed by an administrative decision.
7. Grade descriptors:
  - a. 'excellent' is awarded to a student who:
    - i. has mastered very well the field of knowledge and skills defined in the covered educational programme which incorporates the core curriculum,
    - ii. independently and creatively develops his/her talent,
    - iii. fluently uses the acquired knowledge when solving theoretical and practical problems resulting from the educational programme,
    - iv. offers and suggests unusual solutions,
    - v. may exceed the core curriculum in knowledge and skills,
    - vi. receives a maximum of points in written and verbal forms of assessment;

- b. „very good” is awarded to a student who :
    - i. has mastered very well the field of knowledge and skills required by the educational programme which incorporates the core curriculum,
    - ii. efficiently applies acquired knowledge, is able to independently solve problems (tasks) mentioned in the curriculum,
    - iii. is able to make use of the acquired knowledge to solve tasks and problems in different, new situations;
  - c. „good” is awarded to a student who:
    - i. has mastered well the field of knowledge defined in the educational programme (the core curriculum),
    - ii. correctly and independently solves theoretical and practical problems;
  - d. “satisfactory” is awarded to a student who:
    - i. has mastered the required learning outcomes, not exceeding the level required by the educational programme (the core curriculum),
    - ii. is able to solve problems of average difficulty;
  - e. „poor” is awarded to a student who:
    - i. has shortcomings in his/her learning outcomes required by the core curriculum. These shortcomings, however, do not preclude the student from making further progress in a certain subject,
    - ii. is able to solve theoretical and practical problems of a low level of difficulty;
  - f. „fail” is awarded to a student who:
    - i. has not mastered the learning outcomes and skills required by the core curriculum for specific subjects and where such shortcomings do not enable the student to acquire further knowledge in these subjects,
    - ii. is not able to solve problems (tasks) of a basic degree of difficulty.
8. In the assessment of Physical Education, Design and Technology, Art and Music classes, it is necessary to take into account the effort made by the student in fulfilling the duties arising from the specificity of these classes. In Physical Education classes the student's regular participation in the activities is also reflected in the grade. In justified cases, a student participating in extra sports activities, certificated by a trainer or sports centre, a PE teacher may award the student with a higher grade.

Parents are required to provide a full-time doctor's exemption from Physical education classes to the teacher conducting the classes by September 20. If during the school year the student is exempt from Physical Education for a period longer than 2 weeks for health reasons, the parents are obliged to provide medical exemption to the PE teacher within 2 weeks from the date of its issuance. Such medical exemption should include the reason and time for which it was issued.

9. The principal of the school decides about any exemptions from obligatory classes.
10. IB Diploma Programme Assessment Rules and Criteria are specified in Appendix 1.
11. Middle School Assessment Rules and Criteria are specified in Appendix 2.
12. Primary Years Programme (PYP) Assessment Rules and Criteria are specified in Appendix 3.

## **§ 2 TEACHERS' ASSESSMENT PRINCIPLES AND RESPONSIBILITIES**

1. It is the homeroom teacher's duty and responsibility to acquaint the students with the methods of assessment, classifying and promoting of students as specified in the Regulation of the Minister of National Education and this here document.
2. The Regulations are available to the school community on the school website.
3. It is the subject teacher's responsibility and duty to specify the requirements and assessment criteria for his/her subject and pass them to students in an appropriate form (i.e. a note in their subject notebooks, e-register or a print-out).
4. The teacher evaluates and recognizes the level and progress of the student in relation to the core curriculum and school curricula (including proprietary programmes) appropriate for primary school, gymnasium and high school.
5. Subject teachers are obligated to regularly evaluate and assess a student's level of achievement in forms and conditions ensuring objectivity:
  - a. during a learning period of one week, only three major tests may be administered. During a day only one major test can be given (this not apply to quick tests as they substitute verbal assessment and, therefore, more than one may be administered during a school day);
  - b. a written form of assessment (major test) should be announced at least one week before the test date;

- c. quick tests can include subject contents covered during the last three lessons and may last up to 15 minutes;
  - d. tests have to be checked and handed back to students within two weeks of the test date. This does not apply to longer written assignments (i.e. essays, Internal Assessment assignments);
  - e. a following test cannot be administered if the previous one has not been handed back;
  - f. the scope and range of written tests should be clearly defined and determined with the students;
  - g. students should be graded on a regular basis, using different forms of assessment, adequate to the subject specifics;
  - h. quick tests – a student cannot retake a quick test. However, should the student be absent during a quick test, then the teacher has the right to check his/her knowledge within two weeks;
  - i. the student's absence during quick test is marked in the lesson register which in the case of further absences may have an impact on the final grade;
  - j. tests (tests, essays and other announced forms of assessment ):
    - i. the subject teacher decides whether the students will have the possibility of a retake (e.g. a test or a longer form of written assessment).
    - ii. if the subject teacher allows for a retake then it has to be administered within two weeks of the date that the test was handed back.
    - iii. the subject teacher decides how many times a student may come to class unprepared. This, however, does not apply 30 days before classification. A student may not report that he/she is unprepared for class when a written assessment is being administered or it is a review lesson preceding a test.
6. Grades are official and open to both the student and his/her parents.
  7. Written assessments are available for students to see (according to conditions individually specified by the teacher).
  8. On the request of the student or his/her parents, the teacher awarding the grade should shortly justify his/her decision.

9. The teacher awards interim semester grades according to dates set by the school principal and noted in ‘The School Year Calendar’.
10. Classification grades are awarded by the subject teachers while the behavior (conduct) grade is awarded by the homeroom teacher.
11. The classification grade should be a result of the interim grades (but not its average) and should incorporate the student’s classroom performance.
12. Starting from the fourth grade of primary school, a pupil, who as a result of annual classification obtained from obligatory educational classes the average of at least 4.75 and at least a ‘very good’ behavior grade, receives promotion to the higher class with distinction.
13. The winner of a Subject Competition (Konkurs) with a title of Laureate or a finalist of a nationwide Subject Competition (Olimpiada) receives from the given educational classes the highest positive annual grade. If the above mentioned title was awarded after the annual grade had been received, such grade is changed into the highest one.

### **§ 3 INFORMING PROCEDURES FOR STUDENTS AND THEIR PARENTS ON INTERIM AND SEMESTER GRADES**

1. The school year is divided into two semesters. Students will be classified twice a year; after the first semester (January) and at the end of the school year (June).
2. Additionally, an extra grading will take place in the middle of each semester. This form of evaluation is referred to as ‘ranking’.
3. A month before the end-of-semester or end-of-school year Teachers Council, the subject teachers are obligated to inform the homeroom teacher of students with predicted failing grades (the so-called “warning”) or of those who will not be classified. This information has to be noted in the lesson register and the concerned students notified.
4. It is the parents’ duty to contact the homeroom teacher and subject teachers in order to verify if their child is to receive a failing grade. Such information can be obtained during interim semester Parent-Teacher Meetings or Teachers Hours (Duty Hours) which are held a month before Teachers Councils. The dates can be found in the ‘School Year Calendar’, on the school web page.

#### **§ 4 CLASSIFICATION AND PROMOTION**

1. In every school year, pupils from the 1st-3rd grade of primary school receive promotion to the higher class if their educational achievements in a given school year were assessed positively.
2. If the student has not mastered the requirements contained in the core curriculum and the PYP curriculum, Teachers Council may decide for such a primary-grade student to repeat the grade. The decision is made at the request of the homeroom teacher after consulting the student's parents or at the request parents of the student after consulting the homeroom teacher.
3. The student graduates from a primary school or high school if:
  - a. as a result of the final classification, he/she received positive final grades from all compulsory classes,
  - b. in the case of primary school – he/she also sat the Polish National Eighth Grade Exam (Egzamin Ósmoklasisty) or Polish National Gymnasium Exam (Egzamin Gimnazjalny),
  - c. took part in the implementation of an educational project, which is a planned activity of students, aimed at solving a problem of their interest or / and creating a product.
4. A Primary School student who failed to meet the conditions referred to in point 3 repeats the last grade of primary school and joins the school year in which he/she repeats the class for the Eighth Grade Exam.
5. A High School student who did not meet the conditions referred to in point 3 a. repeats the last grade of high school.

#### **§ 5 AWARDED GRADES APPEAL PROCEDURES**

1. A final failing grade awarded by the subject teacher can only be changed by the student taking a retake exam.
2. If a student is not classified and there are no grounds for classifying the student due to the number of absent hours (more than half of the lessons), then the student has the

right to request a classifying exam to obtain a final grade in a given subject/subjects. Such a request has to be filed in advance with the school principal by the student and his/her parents.

3. A student not classified due to unjustified absence may take the classifying exam only with the consent of the Teachers Council.
4. Such a request must be filed in writing and motivated (e.g. a doctor's certificate) no later than one week before the end of educational classes.
5. A student (from grade 4) who received a failing grade in one or two of the subjects, as a result of final classification, may apply for a retake exam in both subjects.
6. A student or his/her legal guardians are entitled to report to the school principal any reservation they may have if they are certain that the semester or the final year grade in a subject or a final grade in behavior has been awarded in a way that does not conform to the rules and regulations applicable in awarding the grade. These restrictions should be reported no later than 7 days since the end of the educational classes in line with the Regulation of the Ministry of Education on procedures and methods of classifying and promoting students.
7. In case when the grade has been awarded in a way that does not conform to the rules the school principal appoints a committee which:
  - a. in case of a subject grade will carry out an examination on the student's knowledge and skills in a written and verbal form and will award a grade in this subject;
  - b. in case of a grade in behaviour- will award a grade as a result of voting, and the simple majority rule applies; in case of equal distribution of votes the committee chairman has the final word.
8. The examination in the point above will be administered no later than within 5 days of the date of reporting restrictions (p.1). The exact date of the examination is decided in consultation with the student and his/her parents (legal guardians).
9. The terms and conditions to conduct the above mentioned examination are stated in the Regulations of the Ministry of Education.

**SECTION II**  
**RETAKE AND CLASSIFYING EXAMS**  
**§ 1 PROCEDURES FOR CLASSIFYING EXAMS**

1. A student not classified due to a justified absence may take a classifying exam.
2. A student not classified due to unjustified absence may take a classifying exam only with the consent of the Teachers Council.
3. The classifying exam is carried out no later than on the day preceding the end of the year's educational activities. Information about the date is given to the student and the parent.
4. The classifying exam is carried out in written and oral form.
5. The classifying exam in art, music, technology, computer science and Physical Education should first of all have the form of practical tasks.
6. The classifying exam is by a committee appointed by the school head, which includes:
  - a. a teacher who conducts these educational activities - as the chairman of the committee
  - b. teacher conducting the same or related educational activities
7. A protocol is drawn up from the classifying exam and it includes:
  - a. the name of the educational activities from which the exam was carried out
  - b. names and surnames of members of the examining committee
  - c. exam date
  - d. name and surname of the student
  - e. exam tasks
  - f. classification grade
8. The attachments to the protocol are: the student's written work, brief information about the student's oral responses. The report is an attachment to the pupil's assessment sheet.
9. The mark determined as a result of the classification exam is final.
10. If, for justified reasons a student may not sit the classifying exam, another date may be appointed by the principal only with the consent of Teachers Council.
11. The documents justifying the student's absence on the classifying exam are:

- a. a doctor's certificate,
- b. a written notice from the parents explaining the unfortunate life circumstances.

All documents have to be lodged the latest one day after the date of the exam. Having thoroughly analyzed the circumstances, the school principal sets a new date for the exam and notifies of it the students or his/her parents.

## **§ 2 PROCEDURE FOR RETAKE EXAMS**

1. A retake exam is conducted on the written and motivated request submitted to the school principal by the student or his/her parents.
2. The specific date, in the last week of the summer holidays, will be set by the school principal.
3. A three-person committee will be appointed by the school principal and shall consist of:
  - a. the school principal, or teacher acting as school principal, as the chair of the committee,
  - b. the student's subject teacher as the examiner,
  - c. a teacher of the same, or related subject, as a member of the committee.
4. The subject teacher, at his/her request, may be relieved from the duty of examiner. In such, and other exceptional cases, another teacher of the same subject from the school or another school may be appointed as examiner (in instances of it being teachers from other schools this has to be agreed with the principal of the other school).
5. A retake exam has to be administered in written and verbal form, with the exception of subjects such as arts, music, IT, technology and PE. In these cases, the exam should be conducted in the form of practical tasks.
6. The retake exam questions (exercises, practical tasks) are formulated by the examiner and approved by the chairperson in agreement with the member of the committee.
7. A protocol is drawn up from the retake exam, and it includes:
  - a. the name of the educational activities from which the exam was carried out
  - b. names and surnames of members of the examining committee
  - c. exam date
  - d. name and surname of the student

- e. exam tasks
  - f. classification grade
8. The attachments to the protocol are: the student's written work, brief information about the student's oral responses. The report is an attachment to the student's assessment sheet.
  9. If an unsatisfactory grade is obtained in the end-of-year classification, the student, after submitting the application to the school principal, may take the final exam, only for the passing grade (Poor).
  10. A student who failed the retake exam is not promoted to the next grade and can only repeat the grade in exceptional cases. The principal gives his/her consent for repeating the class after consulting the Teachers Council.
  11. A student who due to unfortunate circumstances was not able to take part in the retake exam may sit the exam at a later date set by the school principal.
  12. The following documents justify a student's absence during the exam:
    - a. a doctor's certificate,
    - b. a written notice from the parents explaining the unfortunate life circumstances.All documents have to be lodged the latest one day after the date of the exam. Having thoroughly analyzed the circumstances, the school principal sets a new date for the exam and notifies of it the students or his/her parents.

### SECTION III

#### ASSESSMENT OF STUDENT'S BEHAVIOUR (CODE OF CONDUCT)

##### § 1. GENERAL PROVISIONS

1. The behaviour grade expresses a student's attitude towards school duties, his /her propriety, his/her relations with other students, school Staff members and other people.
2. The behavior (conduct) grade may not influence the subject grade.
3. The Teachers Council may decide not to promote a student to the next grade or decide not to allow the student to graduate if the student has been awarded a reprehensible grade in behavior twice in a row.
4. A student's behaviour is assessed according to the following grades:

<b>EXCELLENT</b>	E
<b>VERY GOOD</b>	VG
<b>GOOD</b>	G
<b>SATISFACTORY</b>	S
<b>INAPPROPRIATE</b>	IA
<b>REPREHENSIBLE</b>	R

5. The starting grade for assessing a student's behaviour is 'good'.
6. The number of unexcused absent hours is one of the criteria when assessing a student's behaviour.

##### § 2 PROCEDURES FOR AWARDING A STUDENT'S BEHAVIOUR GRADE

1. During the first homeroom class period, the homeroom teacher will present and discuss in detail the Behaviour Assessment Criteria (Code of Conduct) and note it in the lesson register.
2. The homeroom teacher awards a student's behaviour grade by a date set by the school principal. When awarding the behavior grade, the homeroom teacher considers the following:

- a. subject teachers' opinion of the student and proposed grades,
  - b. the opinions of a student's peers,
  - c. a student's self-evaluation.
3. Behaviour grades awarded for a given period include the student's conduct in the previous grading period.
  4. Parents/guardian are notified about misconduct of a student in different forms: either by a phone call or a note in the e-register or by a note in the student's Agenda. Parents/legal guardians are obligated to contact in person the homeroom teacher or subject teacher or the school principal in order to explain the circumstances of misconduct.
  5. Behaviour grades awarded cannot be overruled or changed by any administrative decision.

### **§ 3 DETAILED CRITERIA REGARDING BEHAVIOUR ASSESSMENT**

1. Assessment of a student's behaviour should include his/her individual characteristics.
  - a. a student's attitude towards learning and his/her individual intellectual development.
  - b. lesson attendance, as well as the number of unexcused absent hours:
    - 0-2 unexcused absent hours - E
    - 3-5 unexcused absent hours – VG
    - 5-10 unexcused absent hours - G
    - 11-18 unexcused absent hours – S
    - above 18 unexcused absent hours – IA or R

3 tardies are counted as one unexcused, absent hour. A tardy is a 10-minute absence at the beginning of the lesson. If a student is absent longer than 10 minutes then it is regarded as an absence.

A student's absence must be confirmed and justified in a written form by the parents/legal guardians within 7 days.
  - c. a student's motivation towards learning, his/her attitude towards subjects taught.

- d. a student's cognitive activeness (his/her participation in after-school groups, extra-curricular activities, additional lectures, etc.).
  - e. a student's self-development (pursue of interests, setting goals for self, participation in subject and school contests).
  - f. a student's engagement in the educational project ( middle school students).
  - g. a student's propriety:
    - i. attitude to teachers and other members of the school staff,
    - ii. propriety (honesty, truthfulness, helpfulness, tolerance, etc.),
    - iii. relations with peers,
    - iv. adherence to school rules and regulations (the School Statute, Rules and Regulations),
    - v. dress in accordance with school dress standards.
  - h. Social attitude:
    - i. systematically undertaking activities for the benefit of the class and school (duties, permanent tasks, etc.),
    - ii. show initiative in developing different aspects of class and school life (undertake temporary tasks and duties),
    - iii. the student's attitude with which he/she performs assigned tasks and duties.
2. A student who demonstrates severely disruptive behaviour that flagrantly violates moral standards and principles of social coexistence will have his/her behaviour grade lowered, even to reprehensible.
  3. If a student commits a serious breach of the Code of Conduct in the time period between the announcement of his/her behaviour grade and its acceptance by the Teachers Council, then the homeroom teacher has the right to change the grade and inform the school principal and Teachers Council about it.

#### **§ 4 DETAILED STUDENT RIGHTS AND RESPONSIBILITIES**

1. A student has the right to:
  - a. a suitably organized and implemented teaching and learning process, following the rules of mental health work,

- b. show one's activeness in acquiring knowledge and skills by making use of resources in the school, by expressing his/her own opinions and doubts concerning taught contents and to receive explanations and answers,
  - c. educational care, safety, protection and respect of his/her dignity,
  - d. kind and objective treatment during the educational and teaching process,
  - e. freely express his/her thoughts and beliefs, especially those concerning school life, as well as those connected with his/her philosophy of life, as long as they do not affect the welfare of others,
  - f. present his/her problems to the homeroom teacher, the school principal, other school staff members in order to receive help, answers and explanations,
  - g. develop his/her talents, interests and abilities, to represent the school in contests and competitions that are consistent with his/her level and skills,
  - h. a just, objective and open assessment of his/her learning achievements according to clearly defined criteria. Subject grades are awarded only for learning achievements in a certain subject; in-and out-of-school behaviour is assessed separately,
  - i. help in case of learning difficulties,
  - j. rest during lesson breaks; homework may not be assigned during school breaks and holidays,
  - k. during extra-curricular activities use school space, equipment and rooms, educational materials and library resources,
  - l. influence school life by becoming a member of the Students Council or other organizations operating in the school,
  - m. receive appropriate care when on school grounds, during compulsory and extra- curricular activities, as well as others organized by the school but not on school grounds.
2. It the student's duty to adhere to the rules and regulations stated in the School Statute and Policy, as well as to:
- a. systematically and actively participate in school lessons and in school life,
  - b. adhere to the principles of social coexistence, in regard to peers, teachers and other employees of the school.

- c. if a student is absent for a longer period of time due to lingering illness, unfortunate accidents, etc., then it is the parents' duty to file within 7 days a documented request for leave of absence,
  - d. be responsible for his/her own development, life and hygiene (a student is not allowed to smoke, take any kinds of drugs or drink alcohol; a student should always be clean and neatly dressed),
  - e. care for common good and law and order in the school,
  - f. comply to the regulations and rules issued by the school principal, the Teachers Council, teachers and other members of the school staff,
  - g. show respect for other students, their dignity and personal freedom, as well as their health and life,
  - h. honestly fulfill all school duties.
3. All ISoP students on the school grounds are obligated to wear a uniform with a visible school logo. Details concerning school uniforms can be found on the school's webpage.
  4. All ISoP students are prohibited from using mobile phones. Details concerning the rules of using electronic devices at school can be found in Appendix 4.
  5. Students of higher levels should help students from lower grades.
  6. Exemptions from school lessons:
    - a. in order for a student to be exempted from school lessons, he/she must have a written request from the parents in the Agenda (only in exceptional cases may this request be written by the student personally),
    - b. the request must be acknowledged in written form by the school principal and homeroom teacher,
    - c. in the case of an earlier announced written assessment the subject teacher may not grant permission for the student to be exempted from class.

## **§ 5 CLASS RIGHTS AND DUTIES**

1. A class has the right to:
  - a. participate in class trips which include:
    - i. tourist, sightseeing

- ii. eco tours ( two during the year, one or more day trips which include Saturday and Sunday). If the time of return is later than 10:00pm then the following day the students should not be assessed.
  - iii. subject connected outings should be organized on the day that the subject is taught,
  - iv. outings to the cinema or theater during lesson time are allowed only twice a year.
- b. participate in class contests,
  - c. organise class parties/class events,
  - d. organise different forms of school entertainments/ events.
2. It is the responsibility of the class to look after the allocated classroom.

### **§ 6 AWARDS**

1. Students who are outstanding in learning achievements, actively participate in school life, worthily represent the school, who participate in subject competitions and contests and who are an example for others to follow, may receive one of the following awards:
- a. a verbal/written approval in front of the whole school,
  - b. a book award,
  - c. application for a scholarship from a superior entity.

### **§ 7 TYPES OF STUDENT PENALTIES AND PROCEDURES OF IMPOSING**

1. Penalties may be imposed on students who do not fulfill basic student duties or who don't comply with school rules and regulations or who do not comply to Academic Honesty rules. The following forms of penalties may be imposed:
- a. an admonition or reprimand given by the homeroom teacher,
  - b. an admonition or reprimand administered by the school principal along with information to the parents,
  - c. additional work for the school,

- d. lower the student's behaviour grade for reprehensible behavior or not complying with the provisions stated in the School Statute and Code of Conduct (the decision to administer the mentioned penalty is made by the Teachers Council at the request of a teacher or the homeroom teacher),
  - e. a warning from the school principal about expulsion from school,
  - f. expulsion from school .
2. Penalties mentioned in point 1 may be suspended on the basis of a guarantee from:
- a. the homeroom teacher,
  - b. the Student Council.
- Suspension lasts 8 months.
3. The school notifies the student or his/her parents/legal guardians when a penalty is imposed.

### **§ 8 EXPULSION FROM SCHOOL**

1. A student may be immediately expelled from school on the basis of an administrative decision made by the school principal after a resolution has been adapted by the Teachers Council.
2. The administrative decision should include the following:
- a. quote the specific rule in the School Statute and Rules and Regulations Document that has been broken.
  - b. a description and justification of the student's reprehensible behaviour,
  - c. present possibilities to appeal from the decision.
3. A student will be expelled from school if :
- a. he/she is under the influence of drugs or alcohol when on school grounds or during any events organized by the school,
  - b. will advertise or sell any form of the above mentioned stimulants,
  - c. he/she has committed theft (of school property or other students' personal items),
  - d. uses physical or psychological violence-any forms of beatings or mistreatment of others,

- e. devastates school property (in individual cases the school principal may administer other types of penalty such as additional work for the school, request from the parents to cover the costs of specialist repair),
  - f. disrupts lessons (tardiness, redundant discussions or/and conversations),
  - g. has missed 50 or more lesson hours during the semester (only in exceptional cases, such as unfortunate accidents, hospitalization, etc., may the school principal, in agreement with the Teachers Council, reverse the decision to expel a student),
  - h. outright refuses to comply to instructions given by school staff members.
4. A minor student may be expelled from school if:
- a. he/she consumes alcohol,
  - b. he/she takes drugs,
  - c. he/she is under the influence of the above mentioned stimulants.

The above noted points apply also to all public places outside the school grounds.