



EKOLA Bilingual High School

Rules and Regulations for Students

The Rules and Regulations document is a general statement of principles regarding

- I) Attendance**
- II) Tardiness and Leaving School Premises**
- III) School Lockers**
- IV) Communication**
- V) Citizenship**

I. ATTENDANCE

§ 1

Students shall attend all lessons according to the current lesson schedule.

§ 2

Each absence, including the absences of students over 18 years old, must be excused by student's parents / legal guardians in one of the three possible ways: a written excuse note, email message or a message sent via school electronic register Librus. Excuse notes must be delivered to the class tutor no later than 7 days after the student's return to school, otherwise a given absence shall be marked as "unexcused" in the register.

§ 3

If a student is absent from school for a period longer than 10 school days, the class tutor should be notified of the reason for the absence still within its duration. A longer planned absence (caused by a situation other than sickness or unexpected adverse circumstances) requires prior consultation with the class tutor.

II. TARDINESS AND LEAVING SCHOOL PREMISES

§ 1

Students shall be in the classroom, fully prepared for the lesson, exactly at the scheduled time. Otherwise, the "tardiness" status shall be noted in the register.

§ 2

Students are not allowed to leave school premises during their scheduled instruction time or breaks between lessons. A DP1 or DP2 student who has a break longer than 45 minutes (a gap) is allowed to leave school premises during the gap on the basis of written parental / legal guardian's request granted by the head of school.

§ 3

Occasional / emergency exemption from lessons is possible only at parent's / legal guardian's direct communication with the class tutor informing about the need to leave school earlier by a given student.

III. SCHOOL LOCKERS

§ 1

School lockers are assigned to students for storing their school materials and items (textbooks, copybooks, folders, stationery, etc). Students are permitted to use only the lockers that have been assigned to them by the class tutor.

§ 2

In case a student chooses to use a locker key, they need to pay a deposit of 50 PLN which shall be refunded at the end of school year after returning the key to the class tutor. The deposit shall be kept by the school in case the key has been lost or the lock has been damaged.

§ 3

Lockers are to be treated with care, kept neat and clean, as well as free of materials or markings that are unnecessary and / or inappropriate at school or might damage the locker or lock.

§ 4

If at any time a problem with a locker arises, such as, for example, a lost key, students must report the problem to the school secretary.

§ 5

Lockers are the property of the school and may be inspected at any time by school authorities.

§ 6

The school shall not be held responsible for stolen or lost items.

IV. COMMUNICATION

§ 1

Parents / legal guardians are obliged to stay in regular touch with class tutors and teachers by attending the regularly held parents meetings and consultation hours as well as communicating by electronic register, email, and – with class tutors – also by phone.

§ 2

The head of school, deputy head, class tutors and teachers shall use students' school email accounts, Microsoft Teams platform and electronic register for everyday communication; students are obliged to check their email and MS Teams messages from Monday till Friday as any message sent on those days before 18:00 (6pm) may be effective on the following working day.

§ 3

For the information on substitutions for absent teachers, cancellations of lessons and rescheduling of lessons, students shall refer to the electronic register.

§ 4

The class tutor is the first-contact person for students with regard to all school issues. If a problem reported to the class tutor is not solved by them, students and / or parents / legal guardians contact the deputy head of school and – if need be – the head of school.

§ 5

Students have the right to

- a. attend particular subject teachers' consultation hours;
- b. contact the head of school, the deputy head and class tutors on their mobile phone numbers, given to parents and students at the beginning of school year, by 17:30 (5:30pm) on working days;
- c. contact the head of school, the deputy head, class tutors and teachers by their school email addresses, MS Teams platform and / or electronic register.

V. CITIZENSHIP

§ 1

Students are obliged to

1. educate themselves to the best of their potential;
2. show due respect to all staff members and other students at school;
3. follow school staff's instructions;
4. address teachers using their name preceded by Mr/Ms/Mrs/Miss;
5. behave in a way which does not create any health or environmental hazards.

§ 2

There is no set uniform at school. Students are encouraged to wear decent and comfortable clothes, appropriate to the social context. Any article of clothing that features illegal, rude and / or offensive content is unacceptable at school. Students are obliged to wear clean footwear. Any outdoor clothing (coats, jackets, etc) or possible replacement footwear must be left in the cloakroom downstairs.

§ 3

Students are obliged to keep their mobile phones and electronic devices in silent mode in their bags or pockets during class time unless recommended for use by the teacher; laptops, tablets and phones are allowed for regular lesson use in case there is a recommendation to use a word-processor for notes and written works issued for a given student by a psychological-pedagogical counseling institution.

§ 4

Students are not allowed to eat or drink anything apart from water while staying in the classroom for instructional purposes, unless health conditions require them to do otherwise. In such case, an appropriate medical certificate should be submitted to the class tutor.

§ 5

Drinking alcohol, smoking, gambling as well as use, possession, or sale of illegal substances or drug-related paraphernalia are prohibited on school premises, regardless of a student's age. Any of the above is subject to confiscation and / or disciplinary action, including police intervention, and may result in student's expulsion from school.

§ 6

Student's conduct is subject to evaluation at the end of semester and at the end of school year. The criteria for this evaluation and specific marks for conduct are defined in the School Statute, the chapter concerning internal assessment at EKOLA Bilingual High School.