



Georgian-American School Policy and Procedures



Approved by the Pedagogical Council

school director:
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Chapter I. General Provisions

1.1. Georgian-American School conducts its activities in accordance with the current legislation, the organization's charter Ltd and internal regulations.

1.2. It is the mission of Georgian-American School

To create a safe and caring environment equipped with modern technologies. Through student-centered motivational activities, usage of the latest teaching methods, and synthesizing national and international programs, students acquire knowledge and develop the ability to think critically, creatively, and adapt to ever-changing environments.

The priorities of the school are:

- Healthy life;
- Tolerance;
- Humanism;
- Patriotism;
- Environmental protection;

1.3. The internal labor regulations of the school are compiled in accordance with the requirements of the Labor Code of Georgia and are based on the laws and other subordinate normative acts in the education system.

1.4. Labor regulations aim at strengthening labor discipline in the school, proper organization of labor, full and rational use of working time.

1.5. All teachers, employees, students, and parents of the school or its legal representatives are obliged to follow the internal labor regulations.

1.6. Discrimination of any kind between employees/students on the basis of race, skin color, language, ethnic and social affiliation, nationality, origin, property and rank status, place of residence, age, gender, sexual orientation, disability, belongs to religious or any association, marital status, political or other views.

Chapter II. Rules for hiring, transferring, and dismissing an employee

Rules for hiring:

2.1 Selecting suitable candidates by reviewing resumes, interviewing, planning and conducting a model lesson (in case of hiring).

2.2. An employee exercises his / her labor rights by concluding an employment contract with the school, which is accompanied by job instructions, taking into account the specifics of each employee's activities;

2.3. Documentation to be submitted upon hiring:

The school administration requests the following documents from the candidate when hiring an employee (signing an employment contract):

Application for employment;

Photo (3X4)

ID card or passport copy;

Personnel record sheet or CV;

Proof of education and qualification, special knowledge or training / retraining (with relevant certificates);

Medical report that there are no impediments to working in a childcare facility in terms of health;

Notice of conviction.

2.4. Comparative work: Persons who are hired on a part-time basis, at the request of the school, are required to submit a certificate from the main place of work indicating the position held and the work schedule;

2.5. The school administration is authorized, by agreement with a specific person, to be a freelance assistant teacher, intern, whose function - duties and payment conditions are determined by the contract.

2.6. Employment contract: Recruitment is made in writing, by signing a contract between the school and the employee. The conditions stipulated in the contract may not be less than the rights guaranteed by the Labor Code and the Law on General Education;

2.7. When hiring an employee or transferring him / her to another job in accordance with the established procedure, the administration is obliged to provide him / her with the following documents:

2.8. After signing the contract, the administration issues an order to hire the employee.

2.9. Personal file

A personal file is opened for each employee, which contains: CV, autobiography, copies of documents certifying education and qualification, professional training / retraining, medical report on health status, extract from the order on appointment, transfer, encouragement, and dismissal, notice of conviction.

2.10. Grounds for dismissal of an employee:

A. Systematic non-performance of work as provided by official instructions without acceptable reason (health status, marital status, business trips);

B. Missing working hours (teaching and non-teaching hours) for two consecutive days without acceptable reason;

C. Arrive at work in an intoxicated state, as well as under the influence of narcotic or toxic substances

D. The commission of a felony misappropriation, deliberate destruction or damage of property (including petty cash) by an employee who directly serves and is responsible for monetary or material values, if such action gives rise to a loss of confidence in her/him by the administration;

E. It is unacceptable for an educator to engage in an inappropriate immoral behavior on the school premises and during school hours (the school curriculum process, as well as school-initiated, organized, controlled, funded, or sponsored events), making it impossible to continue the mentioned work);

F. Repeatedly, during the year, a gross violation of the school charter and bylaws, for which the employee had an appropriate disciplinary sanction;

G. Repeated physical or psychological violence against a student (intimidation of a student, extortion of any information, discrimination on any grounds) in case of confirmation of the guilty act of the dismissed worker;

H. Participation in a corrupt relationship (transaction), any manifestation of corruption.

Chapter III. Working hours and conditions

3.1. Working hours:

3.1.1. The duration and training regime of pedagogical workers is determined by the school administration;

3.1.2. Working time (the time during which a worker is required to perform the work assigned to him / her) is determined by the school's annual curriculum, work schedule, and the duties assigned to them by the employment contract;

3.1.3. The working week usually consists of 5 working days and two day-offs, it may be 6 days according to the decision of the administration;

The learning process:

The school works in one shift;

The canteen is open from 9:00 to 17:00;

Chancellery is open from 9:00 to 17:00;

The medical room is open from 9:00 to 17:00;

The library is open from 9:00 to 17:00.

3.2. The salary is given to the teacher not only for conducting lessons (full-time teacher for 36 hours of working week), the teacher is obliged to perform general work (raising the level of teacher education, individual work with students, preparing teaching materials, lesson planning, etc.), usually in school.

3.2.3. Holidays: The fall, winter, and spring break periods, if they do not coincide with another vacation, represent working hours for all school workers. During these periods, the administration sets a shift schedule for teachers in the school, instructs them on their pedagogical and organizational work (working hours during the holiday period should not exceed the weekly teaching load of the teacher before the holidays);

3.2.4. The hourly workload of the pedagogical worker (number of classes and hours per week) for the new school year is determined by the school administration in the labor contract; in case the teaching workload of the pedagogical worker is not specified in the contract, the pedagogical worker is considered to have received the amount of educational workload determined by the order of the school principal when he/she is hired;

3.2.5. Distribution of hours: When deciding on the distribution of hours to teachers, the teacher's subject and pedagogical qualifications are important, in particular, what his / her teaching / learning outcomes are. If the majority of students in the class fail to meet the curriculum standard, the teaching load of the teaching staff during the school year may be reduced at the initiative of the administration. The teaching load of a teacher may also be reduced by reducing the number of hours or classes in the curriculum;

3.2.6. Dismissed Day: For pedagogical workers, one free day per week (excluding class hours) may be set aside for methodological work and training;

3.2.7. Shifts: The school principal instructs school staff to take turns at the school according to a pre-arranged shift schedule;

3.2.8. Reporting at work: The teacher signs in when arriving at work - he / she confirms and specifies the time of arrival and departure. Control and responsibility for the production of the board is the responsibility of the deputy school principal and / or a person authorized by the principal.

3.2.9. Pedagogical workers are prohibited from changing the work schedule and lesson plan at their own discretion;

3.2.10. Absence notification rule and relevant measures

If the employee is unable to report for work for any acceptable reason (deterioration of health, marriage, family circumstances, etc.), he / she is obliged to apply to the school principal in advance for temporary dismissal. And in case of emergency, notify any member of the administration by telephone or other means, not later than one hour before the start of work; in the absence of notice during the working day, the administration is authorized to apply an administrative penalty;

3.2.11. After announcing the job, the employee is obliged to compensate for the missed working time according to the schedule agreed with the administration (unless there is a preliminary agreement with a specific person to change it).

3.2.12. The salary of teachers/employees is carried out once a month, before the 15th of each following month, through non-cash payment, by transferring money to the employee's personal bank account.

Chapter IV. Vacation

4.1 The employee's vacation pay is determined from the average salary of the previous 3 months of vacation. If the working time after the start of work or the last vacation is less than 3 months - from the average salary of the months worked, and in the case of monthly fixed salary - according to the salary of the last month.

4.2 The right of an employee to go on vacation arises after 11 months of work.

4.3 In agreement with the school director, the employee can be given leave even before this term expires;

4.4 The employee applies to the school director with a written request to use the leave. Leave is issued by the order issued by the school director;

4.5 The employee is obliged to return to the workplace immediately after the vacation;

4.6 By agreement of the parties, the leave can be used in parts;

4.7 Employees usually take leave during the holidays.

4.8 The employee has the right to take leave without pay for at least 15 calendar days a year;

4.9 When taking leave without pay, the employee is obliged to notify the employer 2 weeks in advance of taking leave, unless notice is impossible due to urgent medical or family conditions.

Chapter V. Leave due to pregnancy, childbirth and childcare

5.1. Based on his request, the employee is given paid leave due to pregnancy and childbirth in the amount of 126 calendar days, and in case of complications of childbirth or the birth of twins - in the amount of 143 calendar days, this means the assistance provided by the social agency;

5.2. The employee has the right, at his discretion, to allocate the leave provided for in paragraph 1 of this article to the periods after pregnancy and childbirth;

5.3. Based on his request, the employee is given leave for child care in the amount of 604 calendar days, and in case of childbirth complications or the birth of twins - in the amount of 587 calendar days. 57 calendar days are paid from this leave;

5.4. Child care leave provided for in paragraph 3 of this article can be used in whole or in part by the child's mother or father. Taking leave due to pregnancy and childbirth provided for in the first paragraph of this article is the exclusive right of the child's mother, although the child's father has the right to take advantage of the days of said leave that the child's mother did not use;

5.5. When taking leave for child care, the employee is obliged to notify the employer 2 weeks in advance about taking the said leave. The employee uses the leave due to pregnancy and childbirth and the paid part of the leave due to child care, respectively, for 183 or 200 calendar days.'

Chapter VI. Employee encouragement and disciplinary responsibility

6.1. Employee incentives:

The following types of incentives are used for exemplary job performance, conscientious work, innovation, success in educating (students) and upbringing:

Expressing gratitude;

Awarding a bonus;

Rewarding with a valuable gift.

The decision to encourage a teacher is made by the school administration after consultation with the relevant subject department. The department may, on its own initiative, raise an issue with the administration on the basis of some argumentation about the encouragement of any teacher. Incentives are given in the form of oral or written orders and are communicated to the entire school staff. A written order will be entered in the employee's workbook / personal file.

Failure of the employee to perform any of the duties provided for in the Bylaws and the terms of the contract, including: Delay, unreasonable absenteeism or absence, failure to produce school documents or improper / untimely performance, expulsion of a student without notice, dismissal of a student
Violation of the norms of ethics of collegiality and cooperation, official indifference and negligence is considered a disciplinary misconduct and provides for the following administrative penalties: warning, reprimand, severe reprimand and dismissal. These administrative penalties are carried out only by the school principal by a special act or by order of the principal.

6.2.a. The teacher may declare:

A) Warning

- For non-production of school / classroom documentation or poor quality and untimely production;
- For being late for work more than twice a week (when reporting for work) or for missing a lesson;
- For more than two delays a day when entering a lesson after making a call;
- For violating the norms of pedagogical and collegial ethics;
- For violating the norms of the Code of Professional Ethics of Teachers;
- For missing one session of the Pedagogical Council for an unreasonable reason;
- For unscrupulous, poor or late execution of the task given by the directorate;
- Violation of safety rules;

B) reprimand

- For non-production of school / classroom documentation or poor quality and untimely production;
- Upon receipt of a second warning (verbal or written);
- For more than five delays or unreasonable absences per month while reporting for work;

- for leaving the lesson arbitrarily;
- For violating the norms of pedagogical and collegial ethics;
- For violating the norms of the Teacher Code of Professional Ethics.
- For verbal or physical abuse of a student or colleague;
- For causing material damage to the school, in addition to compensation for the damage caused;
- For gross violation of safety rules;
- for missing two or more sessions of the Pedagogical Council for an unreasonable reason;
- For not appearing at the parents' meeting, if the students and parents of the class and / or the management considered it necessary to attend it;
- For unscrupulous or untimely execution of the task given by the directorate or non-fulfillment at all, which will be considered as official negligence (meaning the second such case);
- If a reasoned complaint against the teacher has been lodged by the students or parents of any class in the directorate and the authorized persons (member of the administration or quality management group) have confirmed the objectivity and merits of the complaint;
- Failure to perform the duties assigned to the tutor;

C) Severe reprimand

- For any punishment imposed after one reprimand in one academic year or after receiving a warning and receiving a reprimand in one trimester / semester;
- For systematic delays in reporting for work or for unreasonable omission of more than ten lessons, for which he / she had previously been imposed other light disciplinary sanctions;
- for repeated verbal or physical abuse of a student or colleague;
- for causing significant material damage to the school;
- In case of repetition (and confirmation) of a complaint by students or parents of any class;
- for disrupting the lesson due to the teacher;
- for participating in corrupt relations;
- For repeated non-fulfillment of the duties assigned to the tutor, which is considered to be official indifference and negligence;
- Repeated norms of the Code of Teacher Professional Ethics
- For a violation, which must be reflected in the written or oral administrative penalties.

D) A teacher may be fired:

- for committing an action that deserves an administrative penalty after receiving a severe reprimand for one year;
- for repeated gross violations of the norms of pedagogical ethics, if previously imposed other penalties;
- for physical abuse of a student or colleague;
- for systematic lateness and absenteeism when reporting to work or entering classes, if other fines were previously imposed;
- for causing significant material damage to the school;
- for gross violations of safety rules that caused injury to a student or a colleague;
- for repeated participation in corrupt relations;
- If as a result of the studies conducted at the school, it is found that his qualifications and achieved results do not correspond to the standards established by the state;
- for systematically disrupting classes;
- for systematic violation of the teacher's code of professional ethics.

Chapter VII

Student admissions and transfer among classes

7.1. A requisition form is needed to be filled in by the school administration for the 1st-grade admissions. The list of essential documents for school admissions is defined by the order of the Minister of Education. The starting age for primary school is 6 years old.

7.2. Student enrollment is possible according to the list of documents:

- Parent's application form in the name of the principal;
- Copy of the parent's (guardian's) identification card;
- Student's original birth certificate and a notarized copy of it;
- Medical card (Form #100);

- 2 colored photographs 3X4;
- Student's academic performance document and teachers' observation results (in case of existence).

7.3. A contract is signed between the school administration and the parents. The parents and the student are introduced to the internal regulations of the school and the process is approved by the parent's signature or a special blank.

7.4. The minimum grade is set by the school for each subject for students' transfer to the next class. A student has to surmount the minimal barrier in order to get transferred to the next class. (The minimal barrier is the minimum grade for each subject set by the school departments together with the administration).

7.5. Pedagogical council: the transfer of a student from class to class, who has passed the minimum threshold set by the school in all subjects provided by the national curriculum (has a positive grade), is made by the decision of the Pedagogical Council, which is checked by the order of the school director.

Chapter 8. Parental rights and responsibilities

When enrolling a student in a school, a contract is signed by the student's parent (legal representative). It reflects the mutual responsibilities of the school and the parent.

The parent has the right to:

8.1. Require participants in the learning process to perform the duties assigned to them;

8.2. To receive information from the teacher and the school administration on any issue of the functioning of the school;

8.3. Participate in school activities (initiatives, excursions, sports events, charity events, projects, etc.);

8.4. Call the class tutor for information about the child's academic performance and behavior, as well as arrange an appointment;

8.5. In order to receive coordinated information about the child, the parents can attend a special Parent Day, every Friday of each month; the parent can enter the school during the educational process if necessary (e. g. to submit an application to the administration).

The parent is obliged to:

8.6. To fulfill the conditions defined by the internal regulations of the school and the contract concluded with the administration;

8.7. Ensure the creation of normal conditions for learning and upbringing for the child;

8.8. The student should be sent to school in school uniform, cleanly dressed, equipped with all the educational items, and pay attention to the fact that s/he does not bring unnecessary items to the school.

8.9. Submit an application in person requesting the expulsion of a student from school within 2 days of the student returning to school, and submit an application explaining the reason for the student's absence. In case of extreme urgency, if a parent needs to free a child from any of the lessons/ lessons during the day, call the class tutor and ask him or her to let the student leave the school. In all other cases, the missing of classes will be considered unreasonable.

8.10. To report to the school at the first request of the subject teacher, tutor, or administration;

8.11. To reimburse the material damage caused to the school by his child;

8.12. Adhere to ethical norms when dealing with school administration and teachers.

8.13. Attend a parent meeting, which is usually held at least once each term.

8.14. To know the Code of Conduct of the student and to make sure that it is fulfilled by the student.

Chapter IX.

Rights and responsibilities of school students

The student has the right to:

9.1. Receiving education: to receive education in an educational institution in a form acceptable to him / her and defined by the charter and internal regulations of the school;

9.2. Decent treatment: require participants in the learning process to perform their duties; Be protected from ill-treatment, neglect and insult;

9.3. Knowledge of their rights: to have information about one's rights, as well as the grounds for limiting them;

9.4. Knowledge of assessment criteria: to get acquainted with the assessment system in a particular class and to receive information from the teacher about his / her own academic performance;

9.5. Receive information: Receive any information available at the school, including information about its evaluation, Olympiads, conferences, various academic or creative competition conditions to participate in them;

9.6. Use of resources: use the school property (premises, resources) of the educational institution during school hours or on the school territory for education; To use the medical service and canteen of the school, rehabilitation and sports-rehabilitation facilities.

9.7. Participate in the discussion: request that any issues related to it be discussed at a class parent meeting, a meeting of the pedagogical council and a disciplinary committee. If the request is granted, he may attend the consideration of the matter.

9.8. Freedom of thought: to express one's opinion and to demand its respect, to be protected from any physical and moral abuse;

9.9. Asking for help: contact a psychologist and principal to resolve a conflict situation (with teacher, student);

9.10. Request for consultation: In case of an honorable absence, request teacher consultation.

9.11. Correction of the mark: The student can correct the unwanted grade if he / she wishes (following the procedures established by the school curriculum).

9.12. Place Selection: Choose the desired place (desk) in the classroom, except when the student often talks to the partner, thus hindering the lesson process. In

this case, the teacher has the right to move the child to another place at his / her discretion;

9.13. Privacy: A student's privacy is inviolable. The student may not be required to disclose information about his or her personal life, family, or problems against his or her will.

9.14. The school has no right to collect information about a student related to his or her religious or ethnic affiliation, political or worldview.

9.15. Freedom of Religion: Students have the right to freedom of religion and conscience, as well as the right to study religion voluntarily or to engage in religious rites during their free time;

9.16. Right to remain silent: The student has the right to exercise the right to remain silent during disciplinary proceedings, as well as to appear with a parent during disciplinary proceedings.

The student is obliged to:

9.18. Respect: treat classmates and teachers with respect;

9.19. Property Warning: Take care of school property and personal or other educational items, follow safety rules;

9.20. Compensation for damages: to repair the damage caused to the school and to compensate for the material damage;

9.21. Obedience to staff: Comply with the requirements of teachers (including corridors) and members of the administration, if these requirements are compatible with applicable law, regulations, bylaws, and the agreement between the parent (or legal representative) and the administration.

9.22. Attendance at lessons: Attend all lessons according to the lesson schedule.

9.23. Write an explanation: provide a formal explanation to the class tutor about absence, even if one lesson is missed;

9.24. Preparation of lessons: the student is obliged to prepare a lesson in each subject in case of missing the previous lesson.

9.25. School uniform: The school has the right to impose a school uniform so as not to restrict the student's freedom of expression. Student must come to school with appropriate clothes and accessories.

9.26. Before introducing the uniform, the student is obliged to wear classical style clothes. Close to this style, black jeans and a white shirt are acceptable. In case of several informal appearances, the tutor of the relevant class is authorized to contact the parent at the beginning of the learning process and ask him / her to report to the school to change the uniform for the student.

9.27. Punctuality: be present in the classroom when the bell rings and to wait in the classroom for the teacher to arrive.

9.28. Maintaining order: to respect the work of the technical staff, to take into account their lawful remarks, Maintain order / cleanliness;

9.29. Carrying Learning Items: Have learning items appropriate to the lesson schedule (provided there is one book on each desk in the class);

9.30. Obtaining permission: In case of leaving the classroom, ask for the teacher's permission.

Chapter X.

Prohibited Rules at School.

The student is forbidden to:

10.1 Removed (principal decision #01/11-22; 16.082022)

10.2. Leaving the lesson arbitrarily, both individually and in groups (so-called Shatalo);

10.3. Missing a lesson without a documented good reason; As well as being late for a lesson for an unreasonable reason;

10.4. Painting someone else's classroom door and calling a student out of the classroom during the lesson (meaning when a student is in the hallway for some need during the lesson process).

10.5. Use of school equipment (tools, machines, musical instruments, computers, etc.) without the permission of an authorized person;

10.6. Screaming, quarreling and wrestling at the break, games containing elements of violence;

10.7. Possession, use, storage, transfer of items dangerous to health (cold weapon - knife or knife of any kind and size, firearm, explosive).

10.8. Leaving the school building during the break and / or free lesson without the permission of the principal or deputy principal, unless he / she is exempt from any lesson according to rule 8.10 .

10.9. Destroying / damaging school property, littering classrooms and corridors, littering stairs and windows, making graffiti, scratching, putting shoes on walls;

10.10. Chewing gum at school;

10.11. Coming to school during a period of alcohol exposure;

10.12. Cigarette smoking, obscene expressions, gambling, bringing cards into the building, taking drugs, alcohol and non-alcoholic beverages;

10.13. Using a mobile phone, audio and video devices during lessons (without agreement with the teacher, for non-educational purposes).

10.14. Participating in heated arguments and mass quarrels during school hours and on the school grounds. Seeking aid from persons outside the school to assist in continuing a quarrel is also prohibited.

10.15. Non-fulfilment of the obligations stipulated by the "rules and conditions of protection of safety, public order".

10.16. Any other action that may endanger the life and/or health and/or property of persons present on the school territory during school hours, the proper operation of the school and/or the progress of the educational process, as well as violation of the internal rules of the school and/or other action inappropriate for a student.

10.17. Items prohibited by school regulations include:

- Mobile phone (during the lesson)
- Technical means that may interfere with the learning process (e.g. "player"),
- Alcohol, drugs, and tobacco products;
- Noxious gas, weapons or sharp objects that can be used as weapons*;
- Lighter or match, explosive / poisonous substances and equipment;
- Gambling materials (e.g. poker chips);
- Items depicting obscenity;
- Expensive items or large amounts of money;

➤ Psychotropic drugs without proper doctor's permission;

*A weapon is any tool that can cause bodily harm or intimidate another person, as well as any object that can be used for this purpose.

10.18. It is forbidden to store, possess or transfer a prohibited item on the school premises. In such a case, the student is deprived of the given item and it is handed over to a parent (except in the case of a weapon);

10.19. During the maintenance , possession or transfer of a weapon, it will be confiscated and handed over to law enforcement agencies, and the student will be suspended for a specified period as well.

10.20. It is forbidden for a student to own, use or distribute any tobacco or vaping product. Tobacco products include cigarettes, cigars, pipes, pipeweed, and chewing tobacco. This prohibition applies to school premises or to events organized by the school.

Chapter XI.

Disciplinary prosecution and measures of responsibility

11.1. Disciplinary proceedings may be instituted only in cases provided for in the school's bylaws. Violation of the procedures established by the internal regulations is also considered a disciplinary misconduct.

11.2. Violation of the norms provided by the Code of Student Conduct shall result in disciplinary action in the cases and in the manner prescribed by the Law of Georgia on General Education, Georgian-American School Safety and Public Order, and school regulations.

11.3. . School discipline should be protected by means that are based on respect for the dignity of the child;

11.4. It is inadmissible to physically punish a student and use physical force as a disciplinary punishment;

11.5. Violence against a student or any other person is not allowed at school. In case of physical or verbal abuse, the school is obliged to respond in accordance with the law;

11.6. It is not allowed to punish a group of students for the actions of one or more students;

11.7. It is not permissible to punish a student for an act he / she committed outside the school premises during non-school hours, unless the prohibited act is directly related to the school (e.g. quarreling with school children outside the school);

11.8. Missing lessons caused by disciplinary action should be considered honorable;

11.9. For non-fulfilment of the above-mentioned duties without good reason (for disciplinary violations), a secondary school student may be subject to disciplinary punishment and a special measure of punishment - expulsion from school.

11.10. In accordance with the order of the Minister of Education, Science, Culture and Sports of Georgia No. 06/N, there is an authorized person/s in the school, who contributes to the maintenance of discipline and social order in the school territory and during school hours. The student is obliged to obey the legal requirements of the authorized person/s and take into account the instructions.

The following violations will be considered as disciplinary violations:

unreasonable absenteeism from school / lesson,

delay in attending school or starting a lesson,

disruption of a lesson, voluntary drop-out of a lesson,

non-attendance at school, teacher revelation, verbal or physical abuse of a teacher, student or other school staff member or disobedience to his or her lawful demands, violence or such threats, theft, seizure or collection of money, possession or entry of prohibited items into the school.

XII. A. Student disciplinary measures are:

- Verbal warning / reprimand;
- Written warning / note;
- reprimand; .
- Severe reprimand.
- Imposing activities useful for the school;
- Temporary dismissal of a student from school and the teaching process.
- expulsion from the lesson;
- Expulsion from school (The school director has the right to expel from the school).

(the school management has the right to expel from school in accordance with existing legislation, the education service contract and these bylaws, which include information on the reasons for such a decision, the right to appeal, the mechanisms and deadlines for appeal). The subject teacher has the right to dismiss / expel the student from the lesson, but he / she is obliged to Assign the student in the form of a supervisor (if he / she is free at the moment), a floor attendant, a school trustee or a psychologist, and inform the school principal about this; The student must report to the principal immediately. The tutor informs the student's parents of the fact and reasons for the student's expulsion from the lesson. It is not allowed to expel the same student three times during the school year from the same lesson. In case of triple misconduct, the teacher writes to the school principal, explains the essence of the misconduct and asks for another disciplinary measure to be applied.

- The school principal has the right to dismiss from school for a period of one to five days, after informing the parent of the reasons and duration of his / her child's dismissal.

12. 2 Preventive measures:

- Contacting the student's parent by the class tutor, interviewing him / her and making a relevant official record, which is confirmed by the parent's signature;
- Student's meeting with the principal and drawing up a record (act) of the disciplinary misconduct and the size of the relevant penalty;
- Establishing a probationary period and being under the strict supervision of the tutor and parent;
- Deprivation of the right to use school services (computer network, excursions, etc.) (for a certain period of time);
- Reimbursement of the damage caused by the parent or replacement of the damaged item or inventory with a new one;
- Carrying out compulsory work useful for the school (cleaning the school yard and building, caring for plants, repairing damaged inventory, etc.) before or after lessons;
- confiscation of prohibited items on the school territory and handing them over to parents or law enforcement bodies;
- leaving the student at school after the end of the lessons and giving an additional task with prior warning to the parent;

In accordance with the order of the Minister of Culture and Sports No. 06/N, a Security Advisory Council was created, whose functions and duties are spelled out in the rules and conditions for the protection of school security and public order.

12.3. A student may be given a verbal reprimand or written warning:

1. for a slight breach of discipline during a lesson or break;
2. Violation of safety rules;
3. For verbal abuse of a student;
4. For two or more delays in attending school, or for missing a lesson for no reason or unreasonable reason;
5. For arbitrarily skipping a lesson;
6. For negligence of school property.
7. For carrying prohibited items in school.
8. For announcing in school in a non-school form.
9. For disobedience to a lawful request of an authorized person.

12.4. A reprimand or severe reprimand may be given to a student in writing:

1. upon repeated reprimand;
 2. For gross violation of discipline during a lesson or at rest;
 3. For gross violation of safety rules;
 4. for verbal or physical abuse of a student;
 5. For verbal abuse of a teacher;
 6. For being five or more late for school or at the beginning of a lesson, or for missing more than five lessons for an unreasonable reason;
- For leaving the lesson arbitrarily (so-called Shatalo);
8. To report to school regularly in a non-school form;
 9. For damage to school inventory.

- Warnings to a student, reprimands and severe reprimands may be issued by a subject teacher, class tutor, school principal, deputy principal, or disciplinary committee.
- The warning, reprimand or severe reprimand is recorded by the management
- In the special form of the developed disciplinary penalty and in the special electronic database. The tutor must immediately inform the student's parents about the imposition of the fine.
- After six months, the student can be removed from the disciplinary penalty based on a personal or parent's application. It is not allowed, after the removal of the disciplinary penalty, to take into account the fact of the existence of this penalty in the future.

12.5. Dismissal from the school as a disciplinary penalty for up to 5 school days may be used by the school director in the following cases:

1. In the case of repeated disciplinary misconduct, if a previous measure of disciplinary responsibility has already been applied to the student or when systematically committing a disciplinary offense provided for by the bylaws, which is why it is appropriate to temporarily dismiss the student without applying the previous measure of disciplinary responsibility;

2. Physical abuse of a parent/representative of a school employee/student/an unauthorized person entering the school territory;

3. Use of psychotropic drugs by the student on the school territory without the appropriate permission of the doctor;

4. the student being present on the school territory and/or having the following items:

4.1. narcotic drugs, its analogue, precursor, new psychoactive substance;

4.2. Explosive and poisonous substances.

Any type of weapon or sharp object (eg club, knife, etc.) that can be used as a weapon;

4.3. electric shock device;

4.4. narcotic drugs, its analogue, precursor;

4.5. explosive and poisonous substances;

4.6. Any other item that may pose a threat to life and health.

Community service may be used if the school believes that community service is more likely to improve the student's discipline and prevent repeated disciplinary misconduct.

5. Deprivation of money/or other item/items from another person by means of coercion;

6. Sale and/or distribution of narcotic drug, its analogue, precursor, new psychoactive substance, psychotropic substance, its analogue or potent substance on the school territory;

12.6. Community service may be used if the school believes that community service is more likely to improve the student's discipline and prevent repeated disciplinary misconduct.

12.7. As a disciplinary punishment, expulsion of a student from school at the secondary level can be used: when the student commits a disciplinary offense stipulated by the internal regulations, if a previous measure of disciplinary responsibility is applied to him (temporary dismissal from school) or directly, without applying previous measures of disciplinary responsibility, if the action committed by the student is intentional and/or substantially harms the interests of the school.

12.8 For other circumstances and/or actions that may endanger the life and/or health and/or property of persons present on the school territory during school hours, the proper operation of the school and/or the course of the educational process, the disciplinary penalty determined by clause 12.1 of the school bylaws shall be imposed on the student in a specific case, considering the severity.

12.10. Procedure for handling complaints

1. Complaints will be reviewed by the School Safety Advisory Board or the Principal.

2. It is not allowed to invite a special composition of the Security Advisory Council to discuss a specific case.

3. The student, parent, and teacher have the right to file a written complaint to the school director or the safety advisory board within 2 weeks of becoming aware of the violation of the right.

4. The director or the safety advisory board will consider the complaint within a week from the filing of the complaint.

5. The decision of the Director and the Security Advisory Council, his action or inaction may be appealed in accordance with the law, within one month from the notification of the decision.

6. The complaint will not be considered if the following details are not specified in it: name and address of the applicant, the essence of the right violation, the essence of the request.

Chapter XIII.

Student Assessment and Encouragement

13.1. The student's learning activities / written works are assessed by the teacher according to the assessment systems in the school.

13.2. A specific assessment system will be developed by each department separately and at the same time in agreement with other departments, so that the assessment of students in different subject groups is more or less close to each other and the student (his / her parent) does not have difficulty understanding the assessment.

13.3. It is not allowed for the student's academic evaluation to be determined by his discipline

13.4. Due to multiple unreasonable absences from the lesson, the student may be assigned an administrative-control work fine, in the classroom or at home during the time allocated by the teacher to the student based on advance notice

13.5. If a student lies to a teacher and writes any kind of assignment from someone else, it is considered to be an unworthy behavior, which is directly related to the student's academic performance and will not be assessed by the teacher in a given situation.

13.6. After the lessons, the student can contact the teacher at school and talk to him about issues related to learning

13.7. Final (semester) assessment may be corrected on the basis of a written application from the student or parent or legal representative.

13.8. The student is rewarded for: exemplary behavior, high academic results and success in school life with:

- Certificate;
- with a diploma;
- Cash bonus (study grant);
- Scholarship - for a certain period;
- With other rewards (excursion, theater or museum.)

Chapter XIV. Teacher rights and responsibilities

The teacher has the right to:

14.1. Creating working conditions: Requiring the school administration to create the necessary conditions for work, as well as requiring the participants of the educational process to perform the duties assigned to them;

14.2. Right to use resources: to use the school property (premises, facilities, resources) of the institution for the performance of his / her professional duties.

14.3. Right to receive information: to receive any information, except for information containing personal secrets, from the administration on any issue of the functioning of the institution, authorization / accreditation / branding of the institution and the terms and conditions of attestation of employees; On the conditions for holding student-teacher olympiads, conferences, various academic or creative competitions;

14.4. Freedom of Expression: Seek, receive, create, store, process, or disseminate any information and ideas during school or school days.

14.5. The right to unite: to unite or create public organizations aimed at protecting the professional, social, economic and other interests of citizens; It is inadmissible for the school to interfere in their activities, except in cases provided by law.

14.6. The right to summon a parent in agreement with the class teacher or the principal, summon the student's parent to the school;

14.7. Eligibility to participate in management: in person or through an elected representative. Participate in the management of the school in the form defined by the charter.

14.8. The right to participate in the discussions: to request the discussion of any issue related to the functioning of the school to the pedagogical council or the directorate. To request and receive a real opportunity for the school to hear and discuss his / her opinion directly or through a representative;

14.9. Right to appeal: to protect his / her rights and freedoms, to appeal against the illegal actions of the school in accordance with the rules established by the school charter and internal regulations.

14.10. Academic Freedom of Teaching: The teacher has academic freedom of learning, teaching and research within the framework that does not contradict the achievement of the goals set by the National Curriculum;

14.11. Violability of personal life: The personal life of the teacher is inviolable. It is not permissible to discipline a teacher for an action he or she has committed in his or her free time outside of school or outside the school premises, unless the school has a legitimate interest.

14.12. The right to expel a student :The teacher has the right to expel a student from the lesson only in case of extreme necessity (when the student disobeys the lawful demands and instructions of the teacher, insults a classmate or teacher, has a psychological impact on the class or the teacher and his / her actions). The teacher is forbidden to expel the student from the lesson without a supervisor.

The teacher is obliged to:

14.13. Fulfillment of internal regulations: to fulfill the requirements defined by the school charter, internal regulations, labor contract (service instructions).

14.14. Conscientious performance of duties: to perform the professional duties assigned to him / her in good faith, to take care of improving the quality of students' education and upbringing, to use the teaching time rationally;

14.15. Adherence to ethics: Adhere to ethical norms in dealing with students, parents and colleagues. Be guided by the Code of Ethics for Teachers and Students.

4.16. Upgrading of qualification: to systematically improve its scientific-methodological level and qualification;

4.16. Teacher Portfolio: Teacher Professional Development, Practical Experience and Professional Success are recorded through the Teacher Professional Development Portfolio. The portfolio sample and the procedure for its preparation are approved by the LEPL National Center for Teacher Professional Development. The school reserves the right to develop its own portfolio.

14.17. Creativity: Constantly show creative initiative to achieve high results of activities.

14.18. Completion of documentation: systematically, timely and accurately complete the established school or classroom documentation;

14.19. Participate in the work of the Pedagogical Council: Participate in the work of the meetings of the Pedagogical Council; The teacher is informed about the meeting of the pedagogical council in advance.

14.20. Cooperation with the department: to cooperate with the subject department and to fulfill the duties provided by the regulations of the department; In addition to the lessons, have regular meetings with his colleagues, where current problems and needs will be discussed, news will be discussed, experiences will be shared.

14.21. Student counseling: to counsel the student (at his / her request) who has missed lessons for a good reason, to set deadlines for him / her to submit the missed material;

14.22. Trusting: to perform the duties of a class tutor, while maintaining all the rights and duties of a teacher. The activities and responsibilities of the tutor are defined by the national curriculum, the school curriculum and the tutor's regulations;

14.23. Introduce the assessment system to students: Introduce students and parents in each class (by assessing the assessment criteria in the classroom and attending parent meetings), what system and what criteria will be used to assess them;

(copies of evaluation sheets are provided by the administration.)

14.24. Making comments and notes: Students will be evaluated at the end of the semester and school year with comments, which will eventually be handed over to the class tutor for familiarization and analysis.

14.25. On time attendance at school: arrive at work 15 minutes before the start of the lesson defined in the table; To report for work at the beginning of working hours and / or at the end of the leave period.

14.26. Shifts: According to the schedule set by the school administration, school workers are on duty in different floor corridors and are responsible for the normal course of the learning process. Rules and schedules are set by the administration. The class tutor is obliged to take care of the rest of the classroom and the adjacent corridor, usually according to the lesson schedule, according to the lesson schedule.

14.27. Punctuality: Do not be late and start the lesson on time. To use lesson time rationally.

14.28. Recording attendance: to record the attendance of students in each class on a daily basis in electronic and class journal;

14.29. Discipline: Ensure order and learning discipline during the lesson.

Chapter XV. Rights and Obligations of the School Administration

Administrative right has:

- 15.1. Restriction of rights:** to restrict the rights of outsiders on a non-discriminatory basis during school hours or on school premises;
- 15.2. Additional Services:** Provide students with additional educational services that are provided and not provided in the National Curriculum.
- 15.3. Attendance at the lesson:** The administration has the right to attend the lesson by prior agreement with the teacher or without agreement.
- 15.4. Invitation of Expert_ Consultant:** Invite expert consultants in various subjects.
- 15.5. Regrouping of students:** if necessary, after consultation with teachers, students of a certain category should be transferred from one class to another (parallel) class in order not to form groups that would interfere with the normal course of the educational process.
- 15.6. Temporary dismissal of a student from school:** to dismiss a student from school for a period of up to five days.
- 15.7. Conducting research:** In order to study and prevent the existing problems, as well as to determine the rating of teachers or students, to conduct research in the school, sociological surveys of students, teachers and parents.
- 15.8. Temporary release of the student:** based on the parent's application (due to certain family or other circumstances), the student can be released from the educational process for a certain period of time.

The administration is obliged to:

- 15.9. To perform the duties assigned to him / her by the position instructions according to the Law on General Education and the internal regulations of the school;
- 15.10. Establish an objective and democratic system in agreement with the Board of Education:
- School self-assessment;
 - Assessing and encouraging student knowledge;
 - Lesson evaluation;
 - Teacher evaluation and encouragement;
 - Student and teacher observation;
 - Monitoring and demonstrating results.
- 15.11. Supervise the performance of duties assigned to them by school staff. Apply impact measures to violators of the discipline in a timely manner;
- 5.12. To create an environment conducive to the creative and scientific activity of teachers, to organize the study and introduction of successful experiences;

- 15.13. To take care of creating a harmonious, conflict-free and business environment between school staff, parents and students;
- 15.14. To support the rational initiative and activity of teachers, to ensure their participation in the management of the school;
- 5.15. To create a safe environment for learning, teaching life and health;
- 5.16. Follow the school principal's code of ethics and be guided by the teacher and student code of ethics.

Chapter XVI. General instructions for labor protection and fire safety

- 16.1. The school is obliged to create a healthy and safe work environment for its employees, to comply with labor protection rules, to implement measures in the field of safety and sanitary-hygienic standards.
- 16.2. The school is responsible for the life and health of students, During their stay at the school and their participation in the events organized by the school.
- 16.3. The school is obliged to comply with the obligations stipulated by the "rules and conditions for protection of safety, public order agreed with the Ministry of Education and Science of Georgia.
- 16.4. It is mandatory for employees, students, parents and persons on the school premises to comply with the fire safety regulations. and the rules for protection of labor conditions provided by the Labor Code of Georgia and other normative acts
- 16.5. Mechanisms for ensuring safety in the school are:
- a) video cameras in the school yard and building;
 - b) fire-fighting equipment placed in a visible place;
 - c) Evacuation plan posted in a visible place on all floors.

Chapter XVII. Final Provisions

- 17.1. The school bylaws shall enter into force on the date of approval by the principal.
- 17.2. The directorate has the right to make a decision on making changes and additions to the internal regulations of the school in agreement with the pedagogical council.

17.3. 1/3 of the members of the Pedagogical Council and administration have the right to initiate changes and additions to the internal regulations.

17.4. All employees, students and parents should be familiar with the internal regulations of the school.

17.5. The publicity of the school bylaws is ensured by the school principal.