



SCHOOL RULES OF CONDUCT AND DISCIPLINARY CONSEQUENCES

Rules of Conduct at the Polish School

The rules of conduct at the Polish School are based on the following principles: respect and tolerance for others, students' right to learn, and teachers' ability to conduct classes effectively.

- 1. Relationships at the School are based on mutual understanding and a willingness to help others. Mocking, ridiculing, or making fun of others is prohibited.*
- 2. Students are expected to resolve disputes through conversation, or, if necessary, with the assistance of a teacher or the School Principal.*
- 3. Students are required to show respect to teachers, parent volunteers on duty, church staff, and to follow their instructions.*
- 4. To limit the presence of unauthorized individuals on school premises during classes and for the safety of the children, students are prohibited from using food delivery services (Grubhub, Uber Eats, DoorDash, etc.).*
- 5. Students are not permitted to leave the School premises during classes or breaks, ride skateboards or scooters, or bring dangerous or controversial items or publications. Such items will be confiscated and may only be collected by parents. Individuals authorized to confiscate these items include teachers, supervisors, coordinators, the Board of Directors, and the School Director.*
- 6. During school hours, students may not bring siblings or friends who are not enrolled in the School onto school premises. If such individuals are present on school grounds, they must remain under the constant supervision of an adult and be reported to the School Administration.*
- 7. Students arriving before classes begin or remaining after classes end must be registered for and remain in the supervised after-school program under the care of the assigned teacher. Parents of students who fail to comply with this rule will be required to sign a document releasing the School from responsibility for the student's safety.*



8. *Students who fail to comply with the School's rules and regulations are subject to a three-level disciplinary system.*

Level I – *Verbal warning issued by the teacher (documented and signed by the parents).*

Level II – *Written reprimand and an official meeting with the School Principal.*

Level III – *Dismissal of the student from the School.*

Dress Code at the Polish School

The following rules regarding student dress and appearance apply at the School:

- *A student's appearance should reflect respect for their own dignity as well as respect for school staff and fellow students. It should demonstrate a high standard of personal conduct and an understanding of social norms and standards of behavior.*
- *Clothing and accessories must not be distracting, offensive, provocative, or pose a potential safety hazard.*
- *Student attire must be neat, clean, appropriate, and suitable for the school environment.*
- *Transparent or revealing clothing is prohibited.*
- *Clothing must cover the shoulders, abdomen, back, and undergarments, and must extend to at least mid-thigh.*
- *Shirts, blouses, and dresses may have a modest neckline.*
- *Head coverings may not be worn inside the school building.*
- *Clothing or accessories displaying vulgar or offensive language or promoting, for example, illegal drugs, violence, aggression, intolerance, or other inappropriate or unlawful content (such as fascist, communist, racist, or religiously offensive messages) are strictly prohibited.*
- *Small items of jewelry and accessories are permitted, provided they do not pose a risk to health or safety.*
- *Formal attire should be elegant and in white and black, white and navy blue, or shades of those colors.*
- *Any other attire is permitted only in exceptional circumstances with the approval of the School*



POLSKA SZKOŁA IM. HELENY MODRZEJEWSKIEJ

3999 Rose Drive • Yorba Linda • CA 92886 • 714-485-5225 • www.szkolapolska-oc.org

Director.

- *If a student's appearance does not comply with the above dress code, any member of the school staff has the right to address the issue with the student. The teacher, homeroom teacher, or School Principal is required to record the violation in the school records, which constitutes the first level of the three-level disciplinary system (see Section 10).*
- **Replacement Attire:** *A student who arrives at school dressed in violation of the dress code may be required to wear replacement attire provided by the School. The replacement attire must be washed and returned to the School Director's office in good condition during the student's next scheduled class. A fee of **\$50** will be charged for lost, damaged, or destroyed replacement attire.*
- *Semester and annual conduct grades will take into account the student's compliance with the school's dress and appearance standards.*
- *Dress Code Summary: Attachment 1 – Poster.*

Rules for the Use of Electronic Devices at the Polish School

The use of electronic devices, including cell phones, iPods, electronic games, and similar devices, is prohibited during both class time and breaks.

- *During instructional time, the use of cell phones and all other electronic devices is strictly prohibited. Devices must be turned off and stored in backpacks, bags, or in a location designated by the classroom teacher.*
- *The use of cell phones and other electronic devices is also prohibited outside instructional time, including during breaks.*
- *Audio or video recording using a cell phone or any other device, as well as posting recordings made at school online, is strictly prohibited.*
- *Students are responsible for safeguarding their own cell phones and other electronic devices.*
- *In emergency situations, such as a school accident, fire, gas leak, or injury, access to a phone may be necessary. Students may quickly notify emergency services or their parents, saving valuable time.*
- *If these rules are violated, teachers, supervisors, coordinators, members of the Board of Directors, and the School Director may confiscate the student's cell phone or other electronic devices. Confiscated devices will be kept in the School Director's office and may be picked up only by a parent at the end of the school day.*



ATTENDANCE AND CLASS PARTICIPATION REQUIREMENTS

General Rules

1. *The Helena Modrzejewska Polish School operates exclusively through in-person classes. Student attendance is mandatory and is a fundamental requirement for completing the educational program.*
2. *Each school day consists of four class periods.*
3. *Attendance is taken by the teacher at the beginning of each class period. Each class period constitutes 25% of the student's attendance for that school day.*
4. *A student's attendance is calculated based on the number of class periods attended. Tardiness and early dismissal result in a proportional reduction of attendance for that school day and are included in the calculation of the student's annual attendance.*
5. *A student whose attendance during a given school year falls below 50% of all instructional hours does not meet the attendance requirements and will not receive a certificate of completion for the grade level or school year, except in cases specified in these regulations.*

Tardiness, Early Dismissal, and Make-Up Work

1. *A student may make up instructional time missed due to tardiness or early dismissal and receive full attendance credit for that school day only if all of the following conditions are met:*
 - *A parent or legal guardian informs the teacher before the start of class about the student's planned late arrival or early departure.*
 - *The teacher has sufficient opportunity to prepare independent study materials.*
 - *The student completes all assigned work by the deadline established by the teacher.*
2. *Providing make-up materials is a privilege rather than an obligation of the teacher and is available only when the planned partial absence has been reported in advance.*
3. *If the student's planned late arrival or early departure is not reported in advance, the missed instructional time cannot be made up and will remain deducted from the student's overall attendance.*



POLSKA SZKOŁA IM. HELENY MODRZEJEWSKIEJ

3999 Rose Drive • Yorba Linda • CA 92886 • 714-485-5225 • www.szkolapolska-oc.org

-
4. *The only exceptions are sudden and unforeseen circumstances that make prior notification impossible, including:*
 - *sudden illness of the student,*
 - *an accident,*
 - *an emergency medical situation,*
 - *a vehicle breakdown while traveling to school,*
 - *a traffic accident,*
 - *an unexpected family emergency requiring the student to leave school immediately,*
 - *other similar unforeseen circumstances.*
 5. *The following are **not** considered emergency situations:*
 - *previously scheduled medical appointments,*
 - *extracurricular activities,*
 - *sports practices and competitions,*
 - *family trips,*
 - *family celebrations,*
 - *parents' work obligations,*
 - *traffic delays resulting from predictable congestion,*
 - *any other situations known to the parents in advance.*
 6. *A student may leave school early only when picked up in person by a parent, legal guardian, or previously authorized individual, and only after notifying the teacher or the School Principal.*
 7. *Repeated tardiness and frequent early pick-up of a student will affect the student's annual attendance in accordance with these regulations.*



Active Athlete Status

1. *An exception to the minimum 50% attendance requirement may be granted only to students who are active members of sports clubs whose participation in practices, competitions, or training camps prevents them from attending school regularly. Students who meet these requirements may be granted **Active Athlete Status**.*
2. *To qualify for Active Athlete Status, the following conditions must be met:*
 - *Parents must report the student's membership in a sports club during registration or no later than before the beginning of the school year.*
 - *Current documentation confirming membership in the sports club must be submitted. The School reserves the right to verify the authenticity of such documentation.*
 - *Approval must be obtained from both the School Director and the student's teacher.*
3. *Active Athlete Status will not be granted during the school year if the student's sports club membership was not reported before the beginning of the school year. This policy allows teachers to adequately prepare instructional materials and organize the educational process.*
4. *A student granted Active Athlete Status remains an in-person student of the School and is subject to all applicable tuition and school fees.*
5. *The student is responsible for independently completing all material covered during missed classes. All assignments, instructional materials, and assessments prepared by the teacher must be completed and submitted by the specified deadlines.*
6. *Absences covered under Active Athlete Status may be counted as excused only after the teacher has reviewed and approved all required assignments and materials.*
7. *Failure to complete the assigned work will result in the absences being considered unexcused and may serve as grounds for withholding the student's certificate of completion for the grade level or school year.*

Auditor Status

1. *The School offers students the opportunity to attend classes as an **Auditor**.*
2. *Auditor Status is intended for students:*
 - *who, for reasons other than documented athletic participation, are unable to attend at least 50% of school classes;*



POLSKA SZKOŁA IM. HELENY MODRZEJEWSKIEJ

3999 Rose Drive • Yorba Linda • CA 92886 • 714-485-5225 • www.szkolapolska-oc.org

-
- *whose proficiency in the Polish language does not allow them to effectively participate in the curriculum at their assigned grade level.*
3. *The purpose of Auditor Status is to allow students to gradually develop their Polish language skills and integrate into the school community without being required to fulfill all academic requirements applicable to full-time students.*
 4. *Auditor Status must be requested during registration or no later than before the beginning of the school year.*
 5. *A student with Auditor Status:*
 - *receives instructional materials and assignments prepared by the teacher;*
 - *completes homework and other assignments designated by the teacher;*
 - *attends in-person classes to the extent permitted by the student's circumstances;*
 - *is subject to all applicable tuition and school fees.*
 6. *Auditor Status does not qualify a student to receive a certificate of completion for the grade level or school year. The student may receive a certificate confirming participation in classes and completion of instructional material as agreed upon with the School.*
 7. *In exceptional cases, the classroom teacher may recommend changing a student's Auditor Status to full-time student status if the student:*
 - *consistently completes assigned work;*
 - *demonstrates satisfactory academic progress;*
 - *shows exceptional commitment and effort;*
 - *achieves attendance exceeding 50% of the instructional program.*
 8. *A change of status requires approval by the School Director. The School Director's decision is final.*
 9. *After approval of the status change, the student may receive a certificate of completion for the grade level and be promoted to the next grade, provided all other curriculum requirements have been satisfied.*



POLSKA SZKOŁA IM. HELENY MODRZEJEWSKIEJ

3999 Rose Drive • Yorba Linda • CA 92886 • 714-485-5225 • www.szkolapolska-oc.org

ATTACHMENTS

Attachment 1: Poster – Dress Code at the Polish School.





POLSKA SZKOŁA IM. HELENY MODRZEJEWSKIEJ

3999 Rose Drive • Yorba Linda • CA 92886 • 714-485-5225 • www.szkolapolska-oc.org

Składając podpis poniżej, potwierdzam, że w całości przeczytałem/przeczytałam i zrozumiałem/zrozumiałam niniejszy dokument. Jednocześnie zobowiązuje się do podzielenia się treścią tego dokumentu z moim dzieckiem (uczniem) oraz wyjaśnienia obowiązujących reguł zachowania.

By signing below I acknowledge that I have fully read and understood this document. I also agree that I will share the content of this document with my child (student) and explain the rules and regulations.

Imię i Nazwisko Rodzica (Parent's Name)

Podpis Rodzica (Parent's Signature)

Data (Date)