



INTERNATIONAL SCHOOL  
savremena

# STATUS

Belgrade, October 2018

Pursuant to Article 21 paragraph 1 item 1 of the Law on Public Services (Official Gazette of the Republic of Serbia, no. 42/91 and 71/94) and Article 34 of the Statute of Savremena International School, the School Board of Savremena International School from Belgrade, at the meeting held on 22 October 2018 adopted:

## SAVREMENA INTERNATIONAL SCHOOL **CONSOLIDATED STATUTE**



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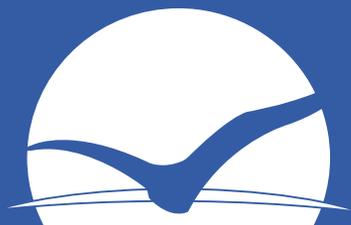
Belgrade, October 2018

[www.savremena.org.uk](http://www.savremena.org.uk)

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# BASIC PROVISIONS

I

5



# 1. SUBJECT MATTER

## Article 1

This Statute shall regulate the organisation, mode of operation, governing and managing of the foreign educational institution, Savremena International School from Belgrade, 45 Šumatovačka Street (hereinafter: "School"), the activities of the School bodies aimed at securing the implementation of student rights, the protection and safety of the students and employees, the measures for preventing restrictions prescribed by the law, the manner of publishing general acts and notifications for all interested parties regarding the decisions of the bodies, and other issues in accordance with the law.

# 2. SCHOOL STATUS

## Article 2

The School is an educational institution whose founder is a foreign legal person, with an objective to provide secondary education.

The School shall provide 4-year general secondary education for students aged 14 to 19.

## Article 3

The School shall provide the educational activity by implementing the programme of the British national education system in accordance with Chapters 353, 354 and 356 of the Education Act 1996, and Cambridge Assessment International Education, Cambridge, Great Britain.

## Article 4

The founder of the School is Link Group Education Services SRL, 20/A (second floor) Bulevardul Eroilor de la Tisa, Romania (hereinafter: Founder).

## Article 5

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The School is a legal entity with the status of an educational institution providing secondary education in English according to the curriculum of the British national education system, in accordance with Chapters 353, 354 and 356 of the Education Act 1996 and Cambridge Assessment International Education, Cambridge, Great Britain, the Law and this Statute.

The School shall be organised as a single working unit.

In legal transactions, the School has the right to conclude contracts and undertake other legal activities and actions within its legal and business capacity.

The School shall respond to its obligations in legal transactions with third parties with all resources available.

The decisions regarding the change of School status, name or headquarters shall be made by the School Board, with approval from the competent Ministry, and cannot be made during the school year.

The School can obtain the model centre status.

## Article 6

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The School has autonomy with regard to the following:

1. adopting the Statute and other general acts, the school curriculum, the development plan, the School Life Plan, school regulations and other general acts;
2. planning professional development for employees;
3. self-evaluation;
4. selection of employees and school bodies;
5. managing the internal organisation and activities of the school bodies;
6. manner of cooperating with institutions in the fields of education, health care, social and child protection, public and other companies, as well as other organisations for the purpose of exercising the rights of children, students and employees.

The number and structure of employees at the School shall be regulated by the job organisation and classification regulations.

Exercising individual rights, obligations and responsibilities of the employees at the School shall be regulated by the employment contracts and other contracts regulating employment, i.e. the Rules and Regulations and other general acts of the School.

### 3. NAME AND SEAT

#### Article 7

The School was established by the Decision of the Founder dated 30 April 2015.

The School shall be registered in the court register maintained by the Commercial Court in Belgrade.

The School was verified by the Decision of the Ministry of Education, Science and Technological Development no. 022-05-00036/2015-03 dated 14 March 2016.

#### Article 8

The name of the School is Savremena International School.

The seat of the School is in Belgrade, 45 Šumatovačka Street.

The main activity of the School is general secondary education, code 85.31.

The School's company number is registered at the competent statistical body.

The School's tax identification number is registered at the competent body of the Ministry of Finance.

The additional activities of the School are:

- 85.59 other education;
- 58.11 publishing of books, brochures and other publications;
- 58.19 other publishing activities;
- 47.61 retail sale of books in specialised stores;
- 47.62 retail sale of newspapers and stationery in specialised stores;
- 47.99 other retail sale not in stores, stalls or markets;
- 85.60 educational support activities.

#### Article 9

The School shall perform its activities in its seat in Belgrade, 45 Šumatovačka Street.

The School can perform its activities in a separate department with approval from the Ministry.



## 4. FUNDING AND ACCOUNT

### Article 10

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The School shall provide the funds for school activities through tuition fees, additional investments from the founder, donations, sponsorships and other sources in accordance with the law.

All decisions regarding the funding of school activity, as well as those regarding the financial and business plan, and the implementation of the school activity plan, shall be under sole jurisdiction of the Founder, i.e. they are subject to the Founder's approval.

The School shall conduct business activities via its bank account.

The Founder's approval is necessary in order to conclude the following activities:

1. acquisition, alienation and encumbrance of the School's share in other legal entities;
2. acquisition, alienation and encumbrance of property, concluding lease contracts;
3. bank loans, i.e. taking and giving loans, guarantees and securities for third parties.

## 5. REPRESENTATION

### Article 11

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The School shall be represented by the school principal (hereinafter: Principal).

If the Principal is absent or unable to fulfil their obligations, their duties shall be transferred to the Assistant Principal or the person appointed by the Principal to represent the School through written authorisation which can be revoked at any point. The Assistant Principal (executive manager) shall be appointed by the Principal.

### Article 12

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The Principal, as the legal representative of the School, shall sign all acts and public documents. The Principal can authorise another person to sign acts adopted by the School, with the exception of public documents.

The Principal shall add their signature along with their position, and the attorney shall enter per procuracionem.

Persons authorised to manage financial assets shall provide a competent court with a specimen signature.

## 6. SEAL AND STAMP

### Article 13

The School shall use the following seals:

1. Document verification seal – a round, 32 mm seal containing the coat of arms of the Republic of Serbia. The circular inscription written in both the Cyrillic and Latin scripts reads: Republic of Serbia, Belgrade, Savremena International School.

The seal has the signature “I”.

2. Seal for the daily activities of the School secretariat; a round, 25 mm seal containing the coat of arms of the Republic of Serbia. The circular inscription written in both the Cyrillic and Latin scripts reads: Republic of Serbia, Belgrade, Savremena International School. The seal has the signature “II”.
3. Seal for the daily activities of the School accounting department; a round, 25 mm seal containing the same text as in item 2, with the signature “III”.

The seal and stamp are kept in a manner which disables the unauthorised use thereof.

The School secretary shall be responsible for the use and storage of the seal, with the exception of the seal used by the School’s accounting department, which is the responsibility of the head of the accounting department.

### Article 14

The School shall use the following stamps:

1. A rectangular 62 x 32 mm stamp for mail reception containing the following text: Republic of Serbia, Savremena International School, Ref.no. \_\_\_\_\_, date \_\_\_\_\_ 20\_\_\_\_, Belgrade.

2. A 62 x 32 mm stamp for daily activities, with the following text: Savremena International School, Belgrade, 45 Šumatovačka Street.

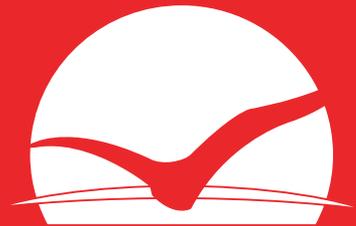
## Article 15

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The Principal can sign the transfer of authorisation for handling and storing the seal to another employee who shall store the seal in a manner which disables its unauthorised use.

The seal and stamp shall be locked after use.

The manufacturing, number, manner of use, storage and destruction of the seal shall be regulated by the decision of the Principal in accordance with the law.



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## SCHOOL ACTIVITY

II



# 1. MAIN ACTIVITY

## Article 16

The main activity of the School is: 85.31 – general secondary education.

The School shall realise the educational activity for regular and part-time students in accordance with the (Education Act 1996, Chapter 353, 354, 356).

## Article 17

The School shall implement the curriculum of the British national education system in accordance with Chapters 353, 354 and 356 of the Education Act 1996, and Cambridge Assessment International Education, Cambridge, Great Britain.

## Article 18

By performing its main activity, the School shall secure the implementation of the general principles of the education system, and education goals, namely:

- development of key competences necessary for further education and an active role of the citizen in contemporary society;
- training for problem solving, communication and teamwork;
- respecting racial, national, cultural, language, religious, gender, sexual and age equality, tolerance and differences;
- developing motivation for learning, independent learning skills, self-initiative, self-evaluation and ability to express one's opinion.

## Article 19

The School's educational activity is realised through curricular and extracurricular activities.

## 2. ADDITIONAL ACTIVITY

### Article 20

The School can perform additional activities for the purpose of education, provided these activities do not disrupt the main educational activity.

The School's additional activity may include service provision, production, sales and other activities aimed at enhancing or contributing to a more rational and better implementation of educational activities.

The School's additional activity includes:

- 85.59 other education;
- 58.11 publishing of books, brochures and other publications;
- 58.19 other publishing activities;
- 47.61 retail sale of books in specialised stores;
- 47.62 retail sale of newspapers and stationery in specialised stores;
- 47.99 other retail sale not in stores, stalls or markets;
- 85.60 educational support activities.

The decision regarding additional activities shall be made by the School Board in accordance with the law.

## 3. LANGUAGE USE

### Article 21

The educational activities shall be realised in English.

Educational activities for students using sign language or special writing systems and technical aids shall be realised in accordance with the law.



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# REALISATION OF EDUCATIONAL ACTIVITIES

III



# 1. FORMS OF EDUCATIONAL ACTIVITIES

## Article 22

Compulsory forms of educational activities for regular students include:

1. lessons – theory and practice,
2. additional, remedial lessons,
3. preparatory lessons,
4. community service, should the need arise during the school year.

Compulsory forms of educational activities for part-time students include:

1. lessons,
2. preparatory activities,
3. consultation and instruction.

## Article 23

The School's educational activity shall be realised through:

1. regular lessons,
2. practical lessons in cooperation with a company, institution, other organisation or legal person,
3. slotted periods,
4. remedial lessons,
5. additional lessons,
6. preparatory lessons,
7. distance learning (upon request by parent or guardian),
8. school trips,
9. cultural and public activities, and other extracurricular and elective activities, in accordance with special programmes which are an integral part of the school curriculum.

## Article 24

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The School shall organise Cambridge Secondary 2 (IGCSE) and Advanced-level (A and AS Levels) exams according to the curriculum of Cambridge Assessment International Education, Cambridge, Great Britain.

The organisation, schedule and implementation of the exams from paragraph 1 of this Article shall be realised in accordance with the programme of Cambridge Assessment International Education, Cambridge, Great Britain. Students shall obtain Cambridge IGCSE, A and AS Level certificates, as well as ICE and AICE diplomas during and following their schooling, provided they successfully pass Cambridge IGCSE, AS and A-levels examinations. The School cannot in any way influence the results of the exams and the issuing of the aforementioned certificates and diplomas.

## 2. OTHER ACTIVITIES

### Article 25

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The School can organise school trips in accordance with the programme of Cambridge Assessment International Education, Cambridge, Great Britain.

### Article 26

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The School shall organise cultural, sport and other activities in accordance with the activity programme.

### Article 27

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The School can, should the need arise, organise production and socially beneficial activities in which all students take part in accordance with their age and other possibilities. The selection of this kind of activity and the implementation thereof shall be regulated by the school activity plan.

## Article 28

The School shall organise elective activities, taking into account the students' wishes, interests and abilities. The students' participation in elective activities is voluntary, and takes place with the teachers' assistance and professional advice. The School shall determine the form and programme of the elective activities in accordance with the activity plan.

### 3. SCHOOL YEAR

## Article 29

The School's educational activities shall be realised during the school year which starts 1 September and whose end is determined according to the curriculum of the British education system in accordance with the Education Act 1996, Chapters 353, 354, 356, and Cambridge Assessment International Education, Cambridge, Great Britain. The educational activities shall be organised in three semesters.

Instruction at the School shall take place in one (or two) shifts, in accordance with the timetable determined for each school year by the Principal, with previously acquired opinion from the school bodies.

The shift plan, the start and end times of the lessons, and other schedule-related issues shall be determined by the Principal.





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## SCHOOL BODIES

IV



## Article 30

The School bodies shall be: the governing body, the managing body, the supervisory body, departmental and advisory bodies.

The organisation, structure and jurisdiction of the School bodies shall be regulated by the law and this Statute.

## 1. SCHOOL BOARD

## Article 31

The School's governing body shall be the School Board.

The School Board shall comprise three members appointed by the founder.

The mandate of the School Board shall be four years, and the mandate of the newly elected member shall last until the expiration of the School Board's mandate.

The members of the School Board shall be responsible to the Founder for adopting decisions under their jurisdiction in a timely and legal manner.

The procedure for appointing School Board members shall be initiated not later than two months prior to the expiration of the mandate of previously appointed members.

A member of the School Board or the School Board in its entirety can be discharged before the end of their mandate, on the member's personal request, or for a reason and in the manner regulated by the law and this Statute.

## Article 32

The Founder shall appoint and discharge the members of the School Board. The decision on the appointment or discharge of the School Board shall be final in the administrative procedure.

## Article 33

A person cannot be recommended or appointed as a member of the School Board:

1. if they have been convicted of a criminal offense and given an unconditional prison

sentence of at least three months, or if they have been convicted of: domestic violence, deprivation of an underage person, neglect and abuse of an underage person or incest; taking or giving bribe; of criminal offences against sexual freedom, criminal offences against legal traffic and against humanity and other goods protected by international law regardless of the imposed criminal sanction, or if they have been determined to have demonstrated discriminatory behaviour in accordance with the law;

2. if, in addition to union members, they might act on behalf of multiple structures;
3. if their activities, duties or position are incompatible with their tasks in the governing body;
4. if they have been appointed director of another institution;
5. in other cases, as defined by the law.

## Article 34

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The School Board shall:

1. determine and implement school policies;
2. adopt the school financial plan with approval from the founder;
3. decide on the amendments to the Statute and adopt them;
4. decide on general issues regarding the School's business activities with approval from the founder;
5. adopt the business report and annual financial account;
6. conclude the employment contract with the Principal;
7. advertise a vacancy and select the Principal;
8. decide on the rights, duties and responsibilities of the Principal;
9. decide on the appointment of the Acting Principal in accordance with the Law;
10. discharge the Principal in accordance with the Law;
11. decide on the expanded activity of the School, and the change of the School name and seat in accordance with the Law;
12. decide on the manner of using funds from donations and the School's expanded activity;
13. adopt general school acts;
14. give guidelines to the Principal for the purpose of realising business policies;
15. make decisions about the funds handled by the Principal while performing their duties, with approval from the Founder;

16. give approval for the regulations on the job organisation and classification;
17. decide on the status changes at the school;
18. adopt the Rules and Regulations;
19. adopt the School's procurement plan;
20. decide on the loan or lease of school premises;
21. perform other activities in accordance with the law.
22. adopt the school trip report;
23. provide the Principal with an opinion during the procedure of deciding on the appointment of a teacher or associate;
24. appoint the members of the School Development Team;
25. appoint the members and president of the Parent Council;
26. form committees within their jurisdiction should the need arise;
27. evaluate the compliance with general principles, the realisation of education goals and achievement standards, and take measures for enhancing the working conditions and the implementation of educational activities;
28. adopt the plan for the professional development of employees, and the report on its implementation;
29. make a decision regarding a complaint against the appointment of the Principal;
30. adopt the school calendar before each school year;
31. conduct the analysis of the students' results and their passing rate in final exams taken at the School in accordance with the programme of Cambridge Assessment International Education, Cambridge, Great Britain, for all levels, at the end of each school year; conduct the comparative analysis of the aforementioned exam results and passing rate of the School's students and official results published by Cambridge Assessment International Education, Cambridge, Great Britain, at the end of each school year.
32. perform other tasks as regulated by the Law, this Statute and other general acts.

## Article 35

The School Board shall make decisions during sessions.

The President shall convene and manage the School Board session. If the president of the School Board is absent, their duties shall be performed by the Deputy President.

The School Board President and Deputy President shall be selected by the members of the School Board.

## Article 36

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The School Board shall adopt decisions through a majority vote of the total number of board members.

Each School Board has one vote.

The Principal and School Secretary shall be present during the School Board session.

The School Board Rules of Procedure shall regulate the mode of operation and decision making of the School Board in accordance with the Law and this Statute.

## Article 37

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The Founder shall discharge, before the expiration of the mandate, board members, including the President or the School Board, at a member's personal request, or if:

1. the School Board adopts illegal decisions or fails to adopt decisions in accordance with the Law and this Statute;
2. a member of the School Board disrupts the activities of the board through unexcused absence or unconscientious actions;
3. irregularities have been identified during the assessment of the appointment act;
4. an authorised petitioner launches the initiative to discharge a member of the School Board due to the cessation of the grounds for their appointment.

The mandate of the newly appointed member of the School Board shall last until the expiration of the mandate of the governing body.

## Article 38

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The Founder shall appoint a temporary School Board until the expiration of the mandate of the previously appointed members of the School Board.

The mandate of the temporary governing body shall last until a new one has been appointed.

## 2. SCHOOL PRINCIPAL

### Article 39

The Principal shall administer the activities of the School.

A person may be appointed Principal provided they meet the requirements defined by this Statute.

The School Board shall decide on the rights, duties and responsibilities of the Principal.

The Principal shall be responsible for the legality and successful implementation of school activities, and shall be responsible to the School Board and the Founder.

Selection criteria for the appointment of the Principal

### Article 40

A person may be elected Principal provided they:

1. have the required level of education;
2. have the required work experience in education positions;
3. are mentally, physically and medically fit to work with children and students;
4. have not been convicted of a criminal act or economic offence defined by the Law on the Foundations of the Education System;
5. have not been determined to have demonstrated discriminatory behaviour in accordance with the law;
6. hold Serbian citizenship;
7. speak the language in which the educational activities are administered;
8. are licenced and trained to hold the position of Principal, and have passed the relevant examination.

#### ***Education level and work experience criteria for the appointment of the Principal***

### Article 41

The candidate for the position of School Principal has the required level of education and work experience provided they have higher education qualifications for the position of teacher,

pedagogue or psychologist acquired upon the completion of 2nd-degree studies (master's studies, specialist academic studies or specialist applied studies) in accordance with the higher education regulations, starting from 10 September 2005, or undergraduate studies lasting at least four years, in accordance with the higher education regulations by 10 September 2005, at least five years of experience in an educational institution and understand the language in which instruction is administered.

### ***Professional title***

## **Article 42**

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Precedence in the procedure for selecting the School Principal shall be given to candidates who have a professional title in accordance with regulations in the field of education.

### ***Mental, physical and medical ability***

## **Article 43**

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Candidates for the position of School Principal must have the mental, physical and health ability to work with children and students.

The ability from paragraph 1 of this Article shall be verified by a medical certificate issued by the competent medical institution.

### ***Conditions regarding criminal record and behaviour***

## **Article 44**

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A person for whom has been determined, in the procedure and manner prescribed by the law, to have demonstrated discriminatory behaviour cannot be a candidate for the position of Principal.

A person who has been convicted of an economic offence cannot be a candidate for the position of Principal.

A person cannot be a candidate for the position of Principal if they have been convicted for a criminal act for which an unconditional prison sentence of at least three months has been imposed.

A person cannot be a candidate for the position of Principal if they have been convicted of domestic violence, abduction of an underage person, neglect and maltreatment of an underage/juvenile person or incest, taking or giving a bribe and other offences involving an abuse of official duty, of criminal offences against sexual freedom, criminal offences against legal traffic and against humanity and other goods protected by international law – regardless of the imposed criminal sanction.

A candidate for the position of Principal cannot have precedence during the selection procedure if, during the procedure, one has established that a criminal procedure was initiated against them by adopting the order to commence a criminal investigation, confirming an indictment with no previous investigation, or by issuing a decision on detention prior to submitting the indictment – for criminal acts mentioned in paragraph 4 of this Article.

## Article 45

The Principal shall be elected for a period of one to four years with no limitations as to the reappointment.

The mandate of the Principal shall begin on the date of assuming duty.

The employment of the Principal shall be inactive during the first selection period at the position from which they were selected.

The employment of the Principal shall be terminated if during their mandate one establishes that the Principal does not meet the criteria set in the provisions of the Statute, or if they refuse to take a medical examination at the request of the School Board.

The School Board shall decide on the rights, duties and responsibilities of the Principal.

## Article 46

The Principal shall be elected by the School Board based on the public competition, in accordance with the previously acquired approval from the Founder.

## Article 47

The vacancy for the position of Principal shall be published in a daily newspaper of official gazette. The application for the position of Principal shall be submitted within 15 days following the day of publishing the vacancy.

In addition to the application, the candidate for the position of Principal shall submit the

evidence for meeting the criteria for the position of Principal, namely: CV with a proposal for the School activity programme, verified copy of their diploma, evidence of a work licence, certificate of citizenship of the Republic of Serbia, birth certificate, medical certificate confirming mental, physical and medical ability to work with children and students, certificate confirming the length of service in education, and other documents the candidate deems relevant for the selection process

The School shall acquire the certificate of no criminal conviction for the candidate, in accordance with the law.

## Article 48

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Upon the expiration of the deadline for submitting the application, the competition committee shall gather and evaluate the documents, determine whether the candidate has submitted a complete application and on a timely basis, determine the list of candidates who meet the selection requirements, prepare the session material and submit it to the School Board which determines and announces the results of the vote for the election of the Principal.

Incomplete applications or those not sent on a timely basis shall not be considered by the committee.

The competition committee comprises a president and two members chosen by the School Board from the school employees.

## Article 49

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An application shall be deemed sent on a timely basis provided it has been sent within the determined competition deadline.

An application shall also be deemed sent on a timely basis provided it has been sent via registered mail, in which case the day of reception shall be considered the day on which the post office has received the package.

If the final day for submitting an application is a Sunday or a national holiday, the application deadline shall be moved to the following working day.

An application shall be deemed complete provided it contains the documents proving that the candidate has met the application requirements.

As an exception, a candidate can submit the necessary documents subsequently, after the expiration of the deadline, provided they have submitted the application within the deadline, but has were not able to submit the complete documentation due to objective reasons.

Subsequent submission of documents is possible until the opening of the competition documentation, i.e. until the beginning of the procedure for selecting candidates in accordance with the advertised vacancy.

## Article 50

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The competition committee shall be obliged to submit the application material to the School Board within 15 days following the expiration of the deadline for submitting the application.

## Article 51

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The School Board can decide on the appointment of the Principal provided the session has been attended by the majority of School Board members.

The School Board shall elect the Principal through a secret ballot.

The voting shall be done by circling the number next to the candidate's name.

A candidate shall be elected Principal provided they have won the majority of the votes of the total number of School Board members.

If no candidate has won the majority of the votes in first round of the vote, the two candidates with the most votes shall enter the second round of the vote. If the subject of the vote is a single candidate who has failed to win the required majority in the first round, a second round of the vote shall be administered.

If no candidate has won the required majority of the votes after the second round of the vote, the session shall be terminated and a new one shall be scheduled for the following day, and a new vote shall be administered.

If no decision has been made as to the election of the Principal at the repeated session, a decision shall be made regarding the re-announcement of the vacancies.

## Article 52

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If, after receiving the notification on the election of the Principal submitted by the School Board, the Founder does not adopt an act on refusing consent within 30 days, they shall be deemed to have given consent for the School Board decision, i.e. that the decision of the School Board has been made and is final.

After the expiration of the 30-day deadline, the School Board shall adopt the decision on the appointment of the Principal and submit it to the participants of the competition. The decision

shall regulate the date of assuming duty, as well as the obligation to take the examination required for the position of Principal. The decision regarding the result of the competition shall be submitted to the shortlisted candidates.

## Article 53

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In addition to the aforementioned activities, the Principal shall perform the following activities:

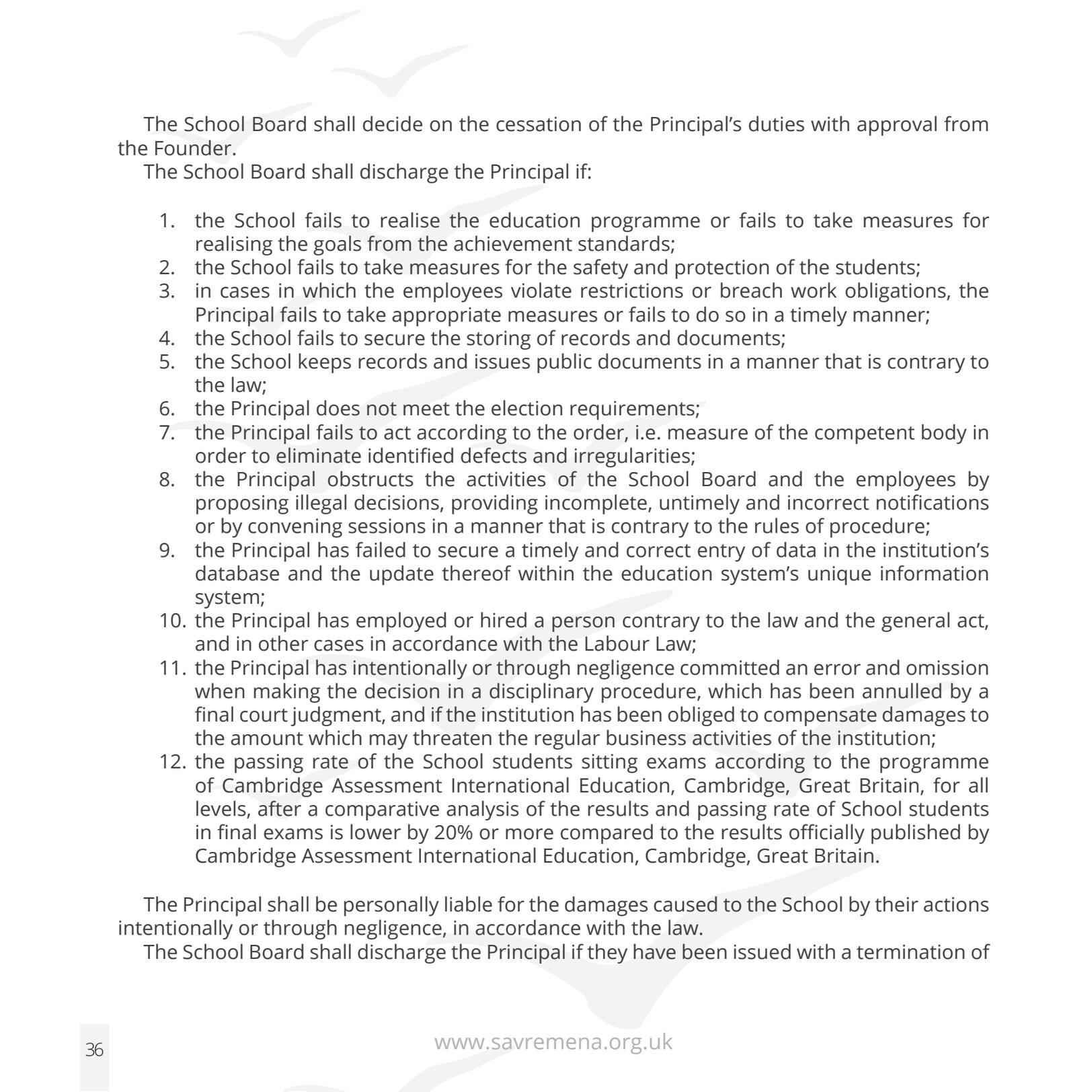
1. planning and organising the realisation of the education programme and all activities of the institution;
2. securing the quality and enhancement of education activities;
3. managing the implementation of the institution's development plan;
4. managing the use of the resources determined by the financial plan, and responsibility for approving the specific use of said resources;
5. working with relevant bodies of the local self-government, organisations and associations;
6. organising and implementing the pedagogic – instructive insight, monitoring the quality of the educational activities and pedagogic practice, and taking measures for the enhancement and development of the work performed by the teachers and associates;
7. planning and monitoring the professional development of the employees;
8. taking measures in cases of violations of restrictions and misconduct of the employee and their negative influence on the students;
9. taking measures for the purposes of implementing the orders of the education inspector and education counsellor, as well as other inspection bodies;
10. managing the institution's timely and correct database entry and update within the unique education system's information system;
11. managing the notifications for the employees, students, parents and guardians of the students, departmental and governing bodies with regard to all issues related to the activities of the institution and these bodies;
12. convening and managing departmental sessions, excluding the decision-making rights;
13. forming school bodies and teams, guiding and harmonising the activities of the institution's school bodies;
14. cooperation with the students' parents and guardians;
15. submitting reports on their work and the school activities to the School Board, at least twice per year;

16. adopting the job organisation and classification regulations, and submitting them to the School Board for approval;
17. deciding on the rights, obligations and responsibilities of the students and employees in accordance with the Labour Law;
18. preparing the proposal for the plan of the professional development of employees, submitting the plan to the School Board for adoption, and managing its implementation;
19. managing the use of school premises and concluding contracts on loaning the premises, in accordance with the decision of the School Board;
20. managing the implementation of the procurement procedure and deciding on the most favourable bid;
21. proposing decisions to the School Board and department within their jurisdiction;
22. adopting the school timetable, appointing class teachers at the beginning of the school year or during the school year in case of a justified change;
23. advertising vacancies and selecting candidates for employment;
24. determining the status of the teachers and associates in terms of full-time and part-time employment, suspending employees for violating restrictions and the breach of work obligations in accordance with the Labour Law until the completion of the disciplinary procedure;
25. recommending candidates for the Parent Council;
26. managing the privacy policy and adopting relevant acts;
27. initiating and managing the disciplinary procedure, adopting decisions and taking measures against the employee in the disciplinary procedure;
28. initiating disciplinary procedures against the students;
29. performing other tasks and taking responsibility for their implementation in accordance with the Law and the School's general act.

## Article 54

The duties of the Principal shall cease:

1. upon the termination of the mandate,
2. at their personal request,
3. upon meeting the requirements for the inactive employment status,
4. upon employment termination and discharge.



The School Board shall decide on the cessation of the Principal's duties with approval from the Founder.

The School Board shall discharge the Principal if:

1. the School fails to realise the education programme or fails to take measures for realising the goals from the achievement standards;
2. the School fails to take measures for the safety and protection of the students;
3. in cases in which the employees violate restrictions or breach work obligations, the Principal fails to take appropriate measures or fails to do so in a timely manner;
4. the School fails to secure the storing of records and documents;
5. the School keeps records and issues public documents in a manner that is contrary to the law;
6. the Principal does not meet the election requirements;
7. the Principal fails to act according to the order, i.e. measure of the competent body in order to eliminate identified defects and irregularities;
8. the Principal obstructs the activities of the School Board and the employees by proposing illegal decisions, providing incomplete, untimely and incorrect notifications or by convening sessions in a manner that is contrary to the rules of procedure;
9. the Principal has failed to secure a timely and correct entry of data in the institution's database and the update thereof within the education system's unique information system;
10. the Principal has employed or hired a person contrary to the law and the general act, and in other cases in accordance with the Labour Law;
11. the Principal has intentionally or through negligence committed an error and omission when making the decision in a disciplinary procedure, which has been annulled by a final court judgment, and if the institution has been obliged to compensate damages to the amount which may threaten the regular business activities of the institution;
12. the passing rate of the School students sitting exams according to the programme of Cambridge Assessment International Education, Cambridge, Great Britain, for all levels, after a comparative analysis of the results and passing rate of School students in final exams is lower by 20% or more compared to the results officially published by Cambridge Assessment International Education, Cambridge, Great Britain.

The Principal shall be personally liable for the damages caused to the School by their actions intentionally or through negligence, in accordance with the law.

The School Board shall discharge the Principal if they have been issued with a termination of

employment during the disciplinary procedure due to identified liability for the breach of work obligations prescribed by the Labour Law and the Rules and Regulations, or if requirements have been met for the termination of the employment contract in accordance with the general work regulations.

The School Board shall discharge the Principal prior to the expiration of their mandate if a final act of a competent body has established that the School, i.e. the Principal, is responsible for an offence, economic offence or criminal act while performing their duties.

The School Board decision on the discharge of the Principal shall be deemed adopted, i.e. approved by the Founder, provided the Founder does not adopt an act rejecting the approval within 15 days following the date of its submission.

The Founder shall adopt the act rejecting the approval if, during the procedure, one has established that the decision has not been made in accordance with the law, or if its adoption may compromise the School activities.

If the School Board fails to adopt the decision on the discharge of the Principal within the deadline mentioned in paragraph 7 of this Article, they can be discharged by the Founder, within 15 days following the reception of the record on the unfulfilled order.

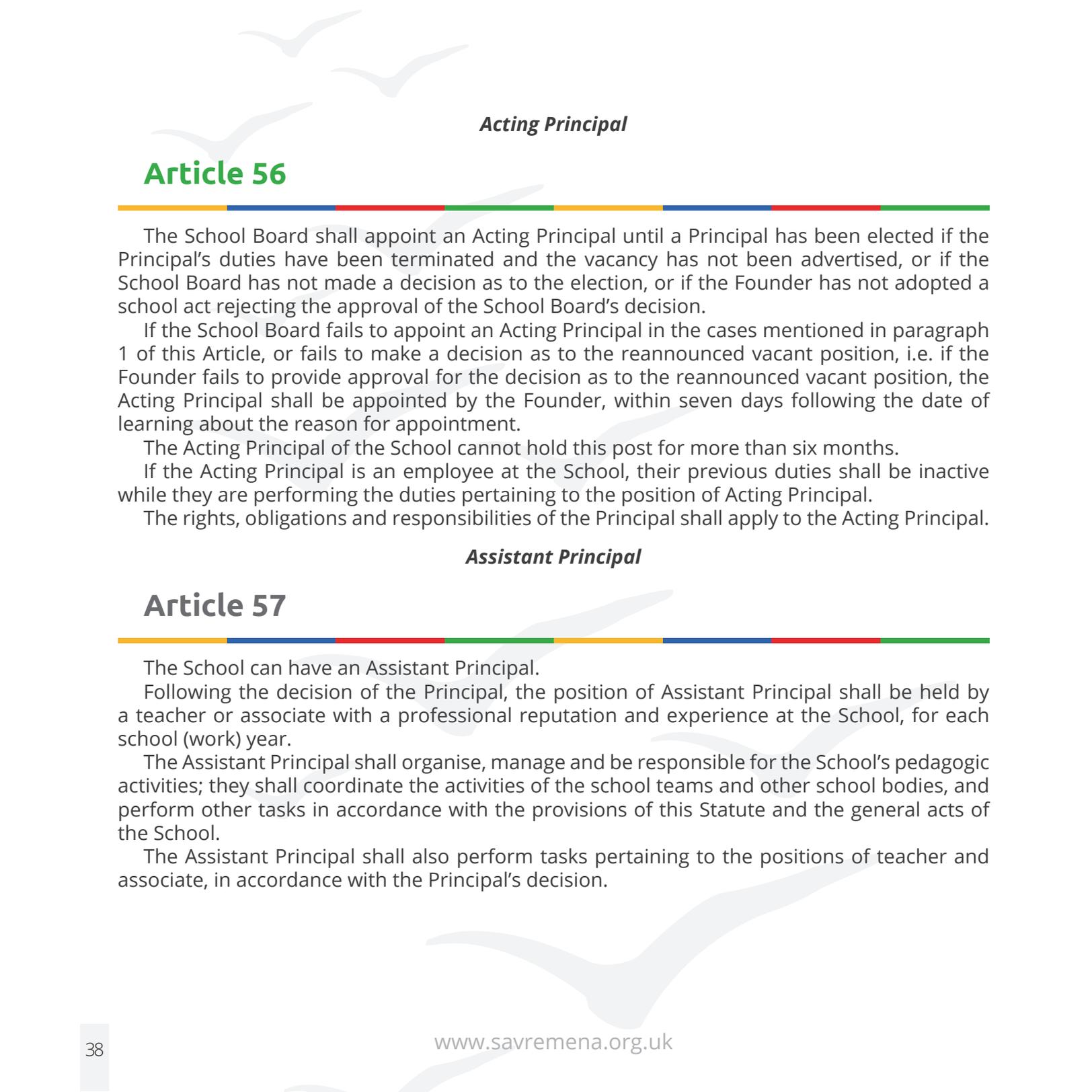
## Article 55

The Principal whose duties have been terminated due to the expiration of their second or any subsequent mandate, or at their personal request, may be transferred to a position which corresponds to their education level and type.

If there are no such positions at the School or if the Principal has not been transferred, the Principal whose duties have been terminated shall have the rights pertaining to the employees whose service is no longer required, in accordance with the law.

If the Principal is personally liable for the damages caused to the School by their actions intentionally or through negligence, or if they have been issued with a termination of employment during the disciplinary procedure due to a breach of work obligations, in accordance with the Labour Law, or if requirements have been met for the termination of their employment contract in accordance with the law and general work regulations, their employment shall be terminated without a right to severance pay.

If a Principal has been discharged in the second or any subsequent mandate, without the termination of employment, and they cannot be transferred to a position which corresponds to their education level and type, their employment shall be terminated, with a severance pay, in accordance with the law.



## ***Acting Principal***

### **Article 56**

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The School Board shall appoint an Acting Principal until a Principal has been elected if the Principal's duties have been terminated and the vacancy has not been advertised, or if the School Board has not made a decision as to the election, or if the Founder has not adopted a school act rejecting the approval of the School Board's decision.

If the School Board fails to appoint an Acting Principal in the cases mentioned in paragraph 1 of this Article, or fails to make a decision as to the reannounced vacant position, i.e. if the Founder fails to provide approval for the decision as to the reannounced vacant position, the Acting Principal shall be appointed by the Founder, within seven days following the date of learning about the reason for appointment.

The Acting Principal of the School cannot hold this post for more than six months.

If the Acting Principal is an employee at the School, their previous duties shall be inactive while they are performing the duties pertaining to the position of Acting Principal.

The rights, obligations and responsibilities of the Principal shall apply to the Acting Principal.

## ***Assistant Principal***

### **Article 57**

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The School can have an Assistant Principal.

Following the decision of the Principal, the position of Assistant Principal shall be held by a teacher or associate with a professional reputation and experience at the School, for each school (work) year.

The Assistant Principal shall organise, manage and be responsible for the School's pedagogic activities; they shall coordinate the activities of the school teams and other school bodies, and perform other tasks in accordance with the provisions of this Statute and the general acts of the School.

The Assistant Principal shall also perform tasks pertaining to the positions of teacher and associate, in accordance with the Principal's decision.

### 3. SUPERVISORY BOARD

#### Article 58

The Supervisory Board shall be the supervisory body of the School.

The Supervisory Board shall comprise three members elected at the proposal of the School Board for a period of 4 years, with the exception that a Supervisory Board member may be appointed without limitation to their mandate following a decision of the Founder.

The Supervisory Board shall be appointed and discharged by the Founder.

The Supervisory Board shall report to the Founder.

#### Article 59

The Supervisory Board shall:

1. supervise the activities and operations of the institution;
2. supervise the activities of the Principal;
3. review the annual and other accounts and determine whether they adhere to the regulations;
4. establish whether the business records and other documents are kept in an orderly manner and in accordance with the regulations, and may be submitted for evaluation;
5. perform other tasks prescribed by the law, the founding act and this Statute.

The mode of operation of the Supervisory Board shall be defined in greater detail in the Supervisory Board's Rules of Procedure adopted by the School's Supervisory Board.

## 4. SCHOOL DEPARTMENTS

### Article 60

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The School may have the following departments:

1. Department for Languages;
2. Department for Humanities and Social Sciences;
3. Department for Sciences;
4. Department for Mathematics;
5. Department for Creative, Technical and Vocational Subjects.

A school department shall:

1. manage the realisation of educational goals and tasks;
2. assess and adopt reports on the students' achievement at the end of a semester and school year;
3. select contemporary instructional methods and tools with the aim of enhancing the efficiency and quality of educational activities;
4. assess the school timetable;
5. recommend class teachers and tasks schedules for teachers and associates;
6. assess the results of educational activities and decide on the measures for the improvement thereof;
7. monitor and analyse the realisation of the curriculum and take measures for its realisation;
8. recommend associates and teachers for the School Development Team;
9. determine the school trip realisation programme;
10. plan and organise various forms of extracurricular activities for the students;
11. assess the students' participation and achievement in competitions;
12. assess the student enrolment plan as proposed by the Principal;
13. give commendations and prizes to the students;
14. decide on the selection of the Student of the Class;
15. determine the school competition calendar;
16. decide on a student's exemption from PE lessons and their marks based on the recommendation from a selected doctor;

17. perform other tasks determined by the law, this Statute and other general acts of the School.

The departments from paragraph 1 of this Article shall hold joint sessions at the beginning and end of the school year, and, if necessary, at the end of each semester.

## Article 61

The Principal can form a team for realising particular tasks, programmes or projects implemented by the School. The team can comprise representatives of the employees, parents or experts for specific issues.

The team members shall report to the Principal. If a team member fails to perform their duties, the Principal may replace the member after adopting a decision.

## Article 62

The Class Teacher shall directly organise class activities and perform their tasks in accordance with the law and the Principal's decision.

The Class Teacher shall devise an operational plan of class activities at the beginning of the school year, and submit it to the Principal.

## 5. SCHOOL DEVELOPMENT TEAM

## Article 63

The School can have a School Development Team comprising five members selected from the departments (one member from each department).

Through a decision on appointing the members of the School Development Team, the School Board shall select the president from the appointed members.

## Article 64

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The School Development Team shall devise a proposal for the School development plan for a period of three to five years, submit it to the School Board for adoption and monitor its implementation.

The School Development Team shall form opinions on certain topics by adopting conclusions.

## 6. SCHOOL TEAMS

### Article 65

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The Principal can form school teams for realising specific tasks, programmes or projects.  
The School can form teams for:

1. the protection of students against violence, abuse and neglect, and the prevention of other forms of risky behaviour;
2. additional support in education;
3. School self-evaluation;
4. inclusive education;
5. medical prevention;
6. safety and protection at the workplace;
7. environmental protection;
8. School promotion in the media;
9. leisure activities;
10. trips and excursions;
11. cultural activities;
12. sports;
13. career guidance and counselling;
14. cooperation with local self-government;
15. cooperation with families, etc.

The teams may comprise representatives of the employees, parents, and experts on specific issues. The decision on establishing the school teams shall define in greater detail their goals and mode of operation.

Team members shall report to the Principal.

## 7. PARENT COUNCIL

### Article 66

The Parent Council shall be the advisory body of the School.

The Parent Council shall comprise the representatives of the students' parents. A candidate for the Parent Council can be any parent who showed interest in the membership at the first parent-teacher conference convened by the class teachers at the beginning of the school year, and the class teacher shall make a report thereof.

The class teachers shall submit the above-mentioned reports to the Principal who shall inform the School Board thereof.

The Principal can also recommend a candidate for the Parent Council.

The recommendation for the Parent Council submitted to the School Board by the Principal, along with the class teachers' reports, shall comprise the list of candidates for the members of the Parent Council.

The School Board shall conduct the final selection and appointment of Parent Council members based on the abovementioned list of candidates.

The member of the Council who is first on the list of Council members shall convene and oversee the inaugural session until the appointment of the president.

Each member of the Council has the right to recommend the candidates for the president and deputy president.

The Council shall select the candidates for the president and deputy president out of the Council members.

The vote on the candidates shall be public, in the order in which they have been recommended.

The Council shall select two candidates for the president and two candidates for the deputy president of the Parent Council out of the Council members, and inform the School Board thereof. Based on the aforementioned report, the School Board shall appoint the president and deputy president of the Parent Council. The School Board shall make the decision in a secret ballot. The president and deputy president of the Parent Council shall be appointed through a majority vote of the total number of School Board members.

The mandate of the chosen representatives in the Parent Council can last as long as the child's schooling. A member is entitled to resign, in which case a new member is chosen out of the parents from the same or other class, provided they have shown interest in the membership.

The mandate of the Parent Council shall last until the end of the school year in which they were selected.

## Article 67

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The Parent Council shall:

1. propose measures for securing the quality and enhancement of educational activities;
2. propose to the School Board the purpose for using the funds collected from the parents;
3. evaluate and monitor the working conditions at the School, as well as the conditions for the students' development, learning process, safety and protection;
4. participate in the procedure for stipulating the measures, manner and procedure for the protection and safety of the children and students at the School and during all activities organised by the School, in cooperation with the competent body of the local self-government unit;
5. give consent for the programme and organisation of school trips, i.e. outdoor instruction, and assess the report on the realisation thereof;
6. assess other issues defined in the School Statute.

The Parent Council shall submit their proposals, questions and opinions to the governing body, the Principal and other school bodies.

The activities of the Parent Council shall be regulated by the rules of procedure of said body.

## 8. SCHOOL SECRETARY

### Article 68

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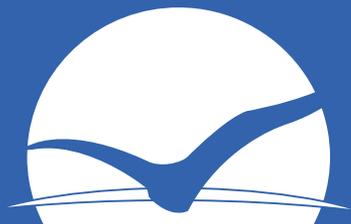
The Secretary shall perform the governing, normative-legal and other legal duties at the School.

The position of Secretary may be held by a person who meets the requirements prescribed by the law.

The Secretary is obliged to pass the school secretary examination within two years following the commencement of employment.

If a Secretary fails to pass the examination mentioned in paragraph 3 of this Article within the prescribed deadline, their employment shall be terminated.

If a secretary has passed the bar examination or the state qualifying exam shall be exempt from the school secretary examination.



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## **RIGHTS, OBLIGATIONS AND RESPONSIBILITIES OF STUDENTS**

**V**



# 1. STUDENT RIGHTS

## Article 69

Student rights shall be exercised in accordance with international agreements, the Law and special laws, and the School, i.e. all employees are obliged to provide the exercise of these rights, in particular:

1. the right to quality educational activities, which enables the implementation of the principles and goals determined by the Law;
2. consideration of one's personality;
3. support for a comprehensive personality development; support for special talents and the development thereof;
4. protection from discrimination, violence, abuse and neglect;
5. timely and complete information about issues relevant to the student's schooling;
6. information about the student's rights and obligations;
7. the freedom to join various groups, clubs and organise the student parliament;
8. filing objections and complaints to marks and the exercise of other educational rights;
9. undertaking initiative to examine the responsibility of the participants in the education process in case the rights mentioned in this Article have not been exercised;
10. exercising all student rights, the right to protection and the School's fair treatment of the student even if they violate a duty regulated by the law;
11. the right to a scholarship, loan, accommodation and meals in the school dormitory, in accordance with the special law.

The School is obliged to provide all conditions for exercising the student rights from paragraph 1 of this Article.

The student, parent or guardian of the student is entitled to file a complaint to the Principal in case of violation of the rights from paragraph 1 of this Article or the inappropriate behaviour of the employees toward the student, within 15 days following the occurrence of the case.

The Principal is obliged to examine the complaint and, after consultations with the student, parent or guardian of the student and the employee, make a decision and take the appropriate measures, 15 days within the reception of the complaint.

The School employee is obliged to report the violation of the student rights to the Principal, i.e. School Board.

## 2. STUDENT UNION

### Article 70

The students of a class can form a Student Union. The Student Union shall have a president and treasurer, chosen by the students through a majority vote.

The Student Union shall:

1. examine the cooperation between the students and the teachers,
2. make a recommendation to the Principal as regards the students' participation in sports and other competitions,
3. provide proposals and opinions for the school bodies, the Parent Council and the Principal regarding the School's Code of Conduct,
4. examine other issues relevant to the success of the class.

## 3. ENROLMENT AND WITHDRAWAL OF STUDENTS

### Article 71

The status of student is obtained by enrolling into the School.

The enrolment and withdrawal of regular and part-time students shall be conducted in accordance with Great Britain's Education Act 1996.

Within the meaning of the law and this Statute, a regular student shall be a person who regularly attends lessons and meets their duties, who hasn't reached the age of 19 and whose English level allows them to follow instruction. A regular student can be a person who at the time of enrolment into Year 10 has reached the age of 14.

Within the meaning of the law and this Statute, a part-time student shall be a student outside the compulsory education age group without the regular student status, as well as the student outside the required age group who has been excused from regular lessons, with the approval from the minister.

A person can enrol into the School provided they have completed primary school, in accordance with Section 355, paragraph 1, item 4 of Great Britain's Education Act 1996.

A regular or part-time student who withdrew from the School during the school year can

enrol into another school within 7 days following the withdrawal. The School is obliged to provide the student withdrawing from the school with all documents prescribed by the law.

## 4. MARKING

### Article 72

Marking shall be an integral part of the educational activities at the School.

Marking shall evaluate the extent to which a student has met the prescribed goals pertaining to the curriculum.

Marking shall be public and each mark shall be immediately explained to the student. If a teacher fails to provide the reasons for a particular mark, as requested by the student, the student is entitled to file a complaint against said mark.

The students shall be marked after each six-week period within a semester, with the marks ranging from A to F.

The acquisition of Cambridge IGCSE, A and AS Level certificates, as well as the ICE and AICE diplomas throughout the schooling and upon graduation, shall be conditioned upon the student successfully passing the Cambridge IGCSE, AS and A-levels, and the School can influence the issuing thereof. These examinations shall be taken in accordance with the rules set by Cambridge Assessment International Education. Cambridge Assessment International Education shall create the exam questions and assess the students' papers.

## 5. STUDENT OBLIGATIONS AND RESPONSIBILITIES

### Article 73

The Student shall exercise their rights in a manner which will not prevent others from exercising their rights.

The Student is obliged:

1. to regularly attend lessons and perform their school duties;
2. to abide by school rules and the decisions made by the Principal and the school bodies;
3. to acquire knowledge, skills and values set by the school curriculum, follow their progress and report to the teachers and parents (guardians) thereof;

4. to display their true knowledge in the marking process, without resorting to copying or other prohibited forms of assistance;
5. not to disturb instruction or leave the lesson without the teacher's consent;
6. respect the personality of other students, teachers and employees at the School;
7. look after the school property, and the cleanliness and appearance of the school premises;
8. look after the environment and act according to the rules of environmental ethics.

The student and the student's parent or guardian are obliged to account for the student's absence within 8 days, and provide complete and accurate contact information.

## Article 74

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If a student fails to abide by the Code of Conduct or the decisions made by the Principal and the school bodies, if they are absent without excuse from five lessons, or act in a manner that prevents others from exercising their rights, the School can, with participation from the parent or guardian of the student, increase corrective activities as follows: within the Student Union, through the activities by the class teacher, pedagogue, counsellor, special teams, and when necessary, in cooperation with the competent social and medical institutions aimed at changing the student's behaviour.

The student can be held accountable for a minor or severe violation of the duties prescribed by this Statute, the law and the Regulations on the Disciplinary and Material Accountability of the Students.

## Article 75

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The student and their parent or guardian shall be held accountable for the material damages caused by the student to the School, intentionally or through neglect, in accordance with the law.  
Disciplinary procedure and measures

## Article 76

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The Regulations on Student Rights, Obligations and Responsibilities shall regulate in more detail the initiation and managing of the disciplinary procedure, the minor and severe violations of student duties for which one issues disciplinary measures, the disciplinary procedure, the

bodies managing the disciplinary procedure in accordance with the law and the provisions of this Statute.

## Article 77

The student who causes material damages, intentionally or through neglect, shall cover said damages to the amount determined by the Principal in accordance with the law.

The damages caused by the student shall be covered by their parent/legal guardian.

If the parent refuses to cover the damages, the Principal is obliged to initiate the procedure for covering the damages with a competent court.

Protection of student rights

## Article 78

The student or their parent/guardian can issue the School Board with a complaint against the disciplinary measure issued for a severe violation of student duties or the violation of prohibitions related to behaviour, three days within the date of delivering the decision on the student's accountability and the issued measure.

## Article 79

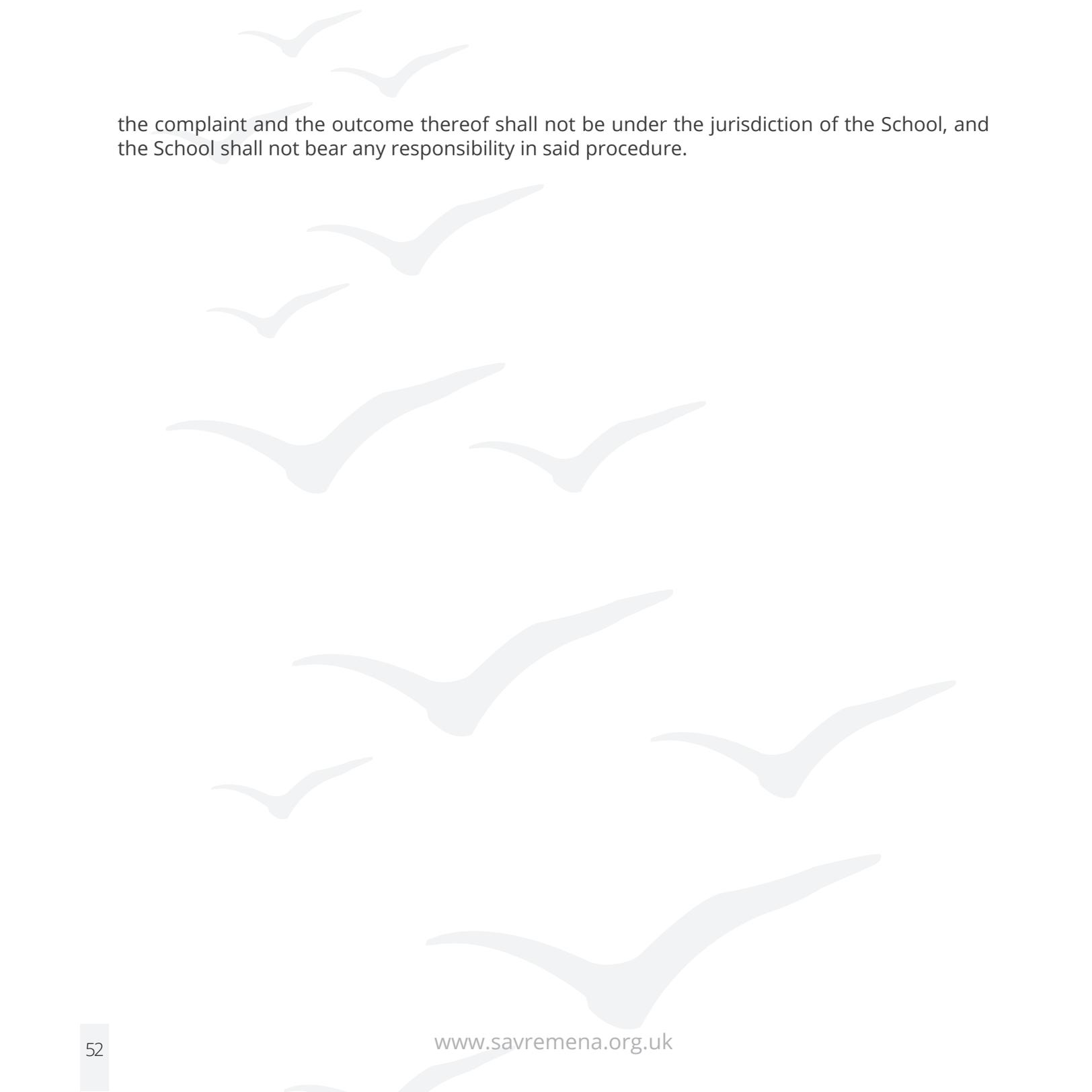
The School Board is obliged to settle the complaint within 15 days following the date of delivery. The complaint shall postpone the implementation of the Principal's decision.

## Article 80

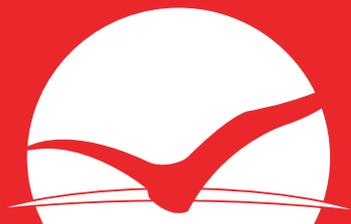
The decision on issuing a disciplinary measure shall contain a legal precept for the right to a complaint, the deadline for submitting the complaint and the name of the body deciding on the complaint.

## Article 81

The student and their parent/guardian are entitled to file a complaint to Cambridge Assessment International Education aimed at protecting student rights. The procedure of filing



the complaint and the outcome thereof shall not be under the jurisdiction of the School, and the School shall not bear any responsibility in said procedure.



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# INTERNAL AND EXTERNAL EVALUATION OF THE SCHOOL

VI





## Article 82

For the purposes of securing work quality at the School, the realisation of the goals and achievement standards, the education programme, the development plan and student and parent/guardian satisfaction level shall be evaluated.

Quality evaluation shall be conducted in the form of internal and external evaluation.

Through internal evaluation, the School shall evaluate the following: the quality of the curriculum and its implementation, all forms and the manner of implementing the educational activities, professional development, the conditions for the education process, student and parent/guardian satisfaction.

The school bodies, the Parent Council, the Principal and the governing and monitoring body shall participate in the internal evaluation.

Internal evaluation shall be performed each year for individual evaluation areas, and every fourth or fifth year for general evaluation.

The report on the internal quality evaluation shall be submitted by the Principal to the education, teacher, i.e. pedagogic council, the Parent Council, the Supervisory Board and the School Board.

The external evaluation shall be performed through the supervision by the ministry competent for educational issues and Cambridge Assessment International Education.





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## **ACTS ADOPTED BY THE SCHOOL**

**VII**



# 1. SCHOOL DEVELOPMENT PLAN

## Article 83

The School can have a development plan.

The School Development Plan shall be a strategic development plan containing the following:

1. priorities in realising education activities;
2. plan and principal bodies;
3. criteria and measures for the internal evaluation of planned activities;
4. measures for enhancing the availability of appropriate forms of support and sensible adjustments and the quality of education for students requiring additional support;
5. activity schedule for talented and gifted students;
6. programme for the protection from violence, maltreatment and neglect, and the increase of cooperation between students and parents, and employees and students;
7. measures for preventing student dispersion;
8. other measures aimed at achieving education goals which exceed the content of individual subjects;
9. preparation plan for exams which are final for a particular level or type of education;
10. plan for the professional development of teachers, the Principal, the associates and other employees at the School;
11. plan for development and the acquisition of the title of teacher, associate and educator;
12. plan for introducing the parents/guardians into the school activities;
13. plan for the cooperation with other schools, companies and other bodies and organisations which are important for the activities of the School;
14. other issues relevant to the development of the School.

The Development Plan shall be adopted by the School Board, at the suggestion of the development plan team, for a period of 3-5 years, and shall be the basis for developing the school curriculum and School Life Plan.

The realisation of the school development plan shall be evaluated in the procedure of securing work quality.

## 2. SCHOOL CURRICULUM

### Article 84

The School shall adopt the School Curriculum in accordance with the Cambridge Assessment International Education programme; it shall be adopted by the School Board in accordance with the Development Plan.

## 3. SCHOOL LIFE PLAN

### Article 85

The School can adopt the School Life Plan governing the time, place, manner and bodies for realising the education programme.

## 4. GENERAL ACTS

### Article 86

The general acts of the School shall be: the Statute, the Rules and Regulations and the rules of procedure.

The Statute is the main general act of the School. Other general acts must be in accordance with the Statute.

### Article 87

The School Board shall adopt the Statute and post it on the school notice board or publish it on the school website.

The School shall make the Statute and other general acts available to all employees.

The amendments to the Statute and other general acts shall be made in accordance with the procedure for adopting thereof.

The Statute and other general acts shall enter into force on the eighth day following its

publication on the school notice board or the school website.

The body adopting the Statute and other general acts shall provide the authentic interpretation thereof.

The job organisation and classification regulations shall be adopted by the Principal, with consent from the School Board.

## Article 88

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The School Board shall adopt the Development Plan, school programme, the School Life Plan, and the general legal acts of the School, unless the law requires the Principal to adopt certain general acts.

The Principal shall be responsible for the lawful and timely adoption of individual and general acts under their jurisdiction, and their implementation in accordance with the law, and the School Board shall be responsible for the timely adoption and harmonisation of all other general acts under their jurisdiction in accordance with the law.

The Statute and other general acts shall enter into force on the eighth day following their publication on the notice board and (or) the school website.

The School shall make the general acts available to all employees.





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# RECORD KEEPING

VIII



## Article 89

The School shall keep records and issue public documents in accordance with the law.

## Article 90

Public documents issued contrary to the law shall be deemed void.

Records are kept and public documents issued in English, in accordance with Education Act 1996.

The authenticity of the public document shall be verified by the School's large seal.

The School shall issue an identical copy of the public document on a prescribed form, after advertising it as invalid in the Official Gazette of the Republic of Serbia. The identical copy of the public document shall be signed by the Principal and verified in the same prescribed manner as the original.

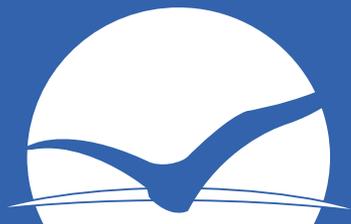
In the absence of a prescribed form, the School shall issue a certificate of the recorded facts.

## Article 91

The School shall make records of: the student, i.e. child; student achievement; examinations; educational activities; the employee, in accordance with the Law.

The School shall manage a database pertaining to the unique education system. The database shall comprise all records prescribed by the law, which the institution manages electronically.





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# CONFIDENTIALITY POLICY

IX



## Article 92

The documents and information determined by the law, this Statute and other general acts of the School, whose disclosure to unauthorised persons would be contrary to the School's activities and reputation, shall be deemed confidential unless otherwise stipulated by the law.

Documents and other confidential information may be disclosed to other persons solely by the Principal or the person authorised by the Principal.

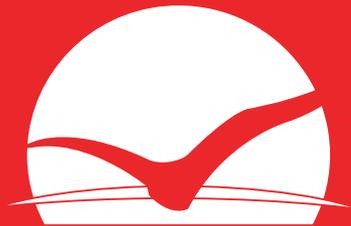
In addition to the information deemed confidential by the law, the following information shall also be deemed confidential:

1. information regarding the measures and manner of acting in exceptional circumstances,
2. plan for the technical and physical security of the school property and facilities, and
3. other documents and information deemed confidential by the School Board.

Employees who are privy to a document or piece of information deemed confidential shall be obliged to act in accordance with the confidentiality policy.

A general act of the School can determine in greater detail the storing, securing and transfer of documents and information deemed confidential.



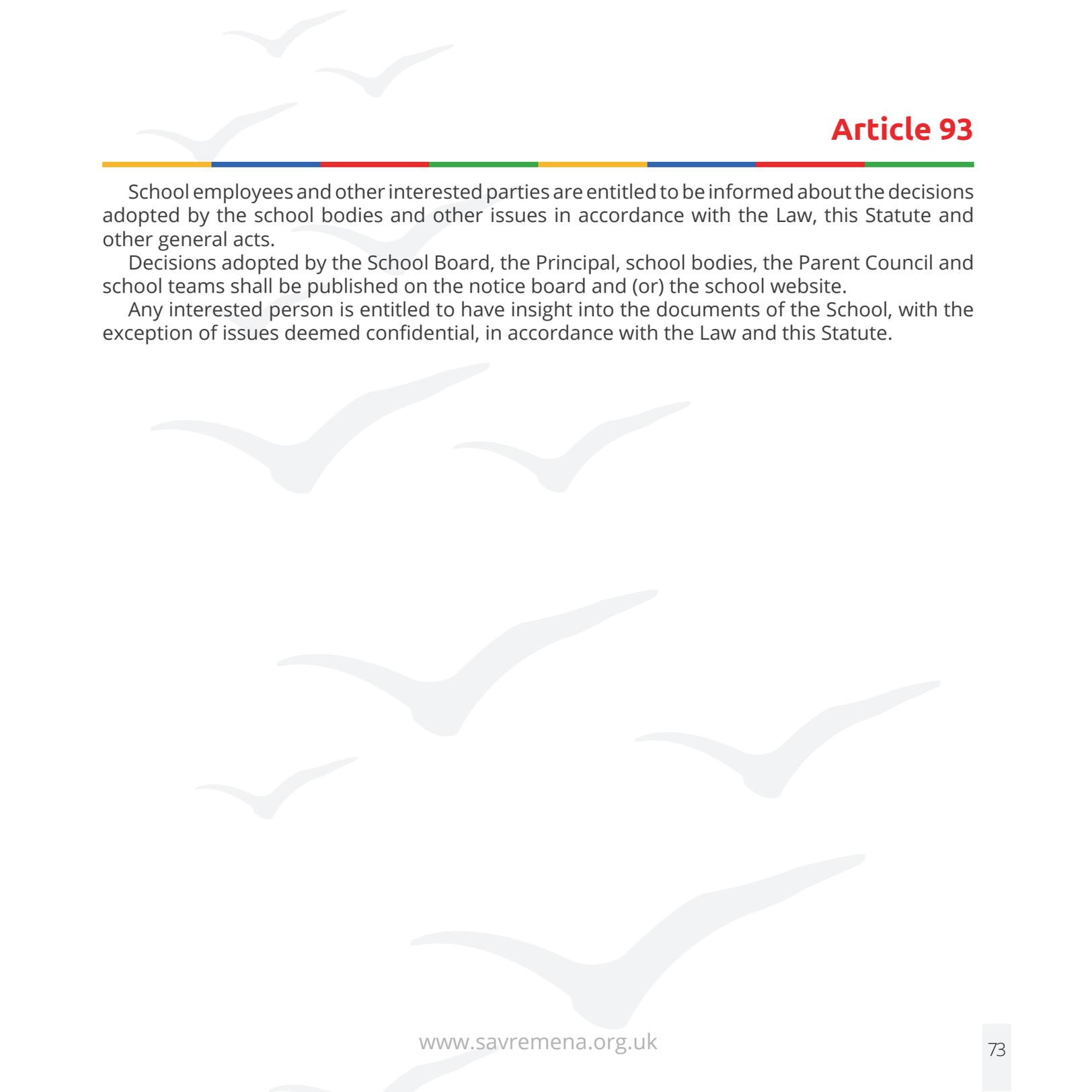


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## **NOTIFYING EMPLOYEES AND OTHER INTERESTED PARTIES**

**X**





## Article 93

School employees and other interested parties are entitled to be informed about the decisions adopted by the school bodies and other issues in accordance with the Law, this Statute and other general acts.

Decisions adopted by the School Board, the Principal, school bodies, the Parent Council and school teams shall be published on the notice board and (or) the school website.

Any interested person is entitled to have insight into the documents of the School, with the exception of issues deemed confidential, in accordance with the Law and this Statute.





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# TRANSITIONAL AND FINAL PROVISIONS

XI



## Article 94

This Statute shall enter into force on the eighth day following its publication on the notice board or the school website.

Upon coming into effect, the consolidated Statute shall supersede the Statute no. 76-1/2016 dated 29 August 2016.

In Belgrade, 22 October 2018

President of the School Board



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Nikola Subotić



INTERNATIONAL SCHOOL  
**savremena**

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Cambridge Assessment  
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Cambridge International School