

THE STATUTE OF "DIMITRIJE TODORVIĆ-KAPLAR" PRIMARY SCHOOL

EXPLANATION FOR PASSING THE NEW SCHOOL STATUTE

The Law on Primary Education came into effect on 3rd July 2013.

According to Article 104 of the Law on Primary Education institutions are obliged to harmonize their general acts and methods of working with this law in six months' time from the day of this law's coming into effect.

With this law provision a supposition and an obligation of harmonizing the school statute have been created.

The school statute better organizes the way the institution functions, school management, measures the school organs take for the sake of providing and realizing children and pupils' rights, the protection and safety of children, pupils and employees and other issues in accordance with this law.

The basis for passing the school statute are the Law on the Fundamentals of the Education System, the Law on Primary Education, the Law on General Administrative Procedure and the Labour Law.

The Statute is divided into chapters.

The statute, as a general act of an institution, consists of:

- general provisions
- legal position of the institution, the use of language within the institution, name, activities, foundation documents, statutory changes, stamp, registration stamp and funds of the institution, legal affairs and representation of the institution,
- educational curricula within the institution, passing the same, exams, duration of primary education,
- teaching children with special needs,
- realization of excursions, outdoor teaching, remedial and extra teaching, preparatory teaching, extra-curricular activities, cultural activities of the school,
- extended school activity – pupils' cooperative,
- chapter referring to pupils (enrolment, rights, obligations and responsibilities, rewarding)
- chapter referring to teachers and expert associates (conditions of employment to the post of teachers and expert associates, teachers and expert associates' working conditions, licence, professional development, pedagogical norm, the responsibility of the employees, disciplinary procedure, disciplinary measures, legal protection of the employees),
- school management (management organs, jurisdiction),
- school expert bodies,
- notification of the employees,
- the evaluation of the quality of school activities,
- business and other secrets,
- other general school documents,

- expert bodies and commissions and
- transitional and final provisions.

On the basis of Article 57, Paragraph 1, Item 1, in conformity with Article 47 of the Law on the Fundamentals of the Education System (’’Official gazette of the Republic of Serbia’’, Number 72/2009, 52/2011 and 55/2013), the School Board of ’’Dimitrije Todorović-Kaplar’’ primary school from Knjaževac, at the meeting held on 17th December 2013, passed

THE STATUTE OF ’’DIMITRIJE TODOROVIĆ-KAPLAR’’ PRIMARY SCHOOL

BASIC PROVISIONS

Article 1

The Statute of ’’Dimitrije Todorović-Kaplar’’ primary school (in the further text: school) is the basic general school document which organizes in more details the way the school functions, school management, measures the school organs take for the sake of providing and exercising children and pupils’ rights, the protection and safety of children, pupils and employees as well as measures for preventing injuries and other issues in accordance with this law.

The school is a public institution which performs an educational function by realizing the primary education lasting as prescribed by law.

Article 2

Education system shall provide:

1. Accessibility of education;
2. Balanced high quality and balanced education adapted to the age of a child or pupil or to his/her personal educational needs;
3. Education in a democratic and socially responsible institution fostering openness, cooperation, tolerance, commitment to basic ethic values, values of justice, truth, solidarity, freedom, accountability, an institution which ensures full respect for the rights of children and pupils;
4. Child and pupil oriented education through different forms of teaching, learning and marking, which would meet different needs of pupils, develop motivation for learning and enhance the quality achievement;
5. Equal opportunities for education on all levels and kinds of education in keeping with the needs and interests of children, pupils and adults;
6. Adequate work related training of pupils and adults which is in line with modern requirements of the profession they are preparing for;

Through its organization and content, the education system shall provide for:

1. An efficient cooperation with families by involving parents or guardians for the purpose of successfully reaching the determined education objectives;
2. Different types of cooperation with organizations in charge of employment, the local community and the overall social environment so as to fully harmonize the individual and social interest in education;
3. Efficiency, effectiveness and flexibility of the organization of the system aimed at producing the best possible output;
4. Openness to pedagogical and organizational innovations.

The method of performing educational functions has been prescribed by the Law on the Fundamentals of the Education System and specific laws in the field of education.

Article 3

The objectives of education shall be the following:

1. Developing intellectual capacities and knowledge of pupils necessary for understanding nature, society, themselves and the world they live in, in accordance with their developmental needs, possibilities and interests;
2. Acquisition of good knowledge, skills and attitudes necessary for everybody's personal realization and development, inclusion and employment, acquiring and developing basic competences with regard to communication in the mother tongue, communication in foreign languages, mathematical literacy as well as basic competences in science and technology, digital competence, competence of learning how to learn, interpersonal and civil competence and cultural expression;
3. Developing creative abilities, creativity, aesthetic perception and taste;
4. Training for the sake of solving problems, connecting and applying knowledge and skills in the course of further education, professional work and everyday life in order to improve one's personal life as well as the economic, social and democratic development of a society;
5. Training for individual and responsible making decisions relating to one's personal development and future life;
6. Developing motivation for learning, ability for individual learning, learning and education during the whole life and the involvement in international educational and professional processes;
7. Developing awareness about oneself, self-initiative, ability to self-evaluate and expressing one's own opinion;
8. Developing and practising healthy life styles, awareness of the importance of one's own health and safety, the need for cherishing and developing physical abilities;
9. Developing awareness of the importance of protecting and preserving nature and the environment
10. Developing communication and dialogue abilities, a sense of solidarity, high quality and efficient cooperation with others, the ability for team work and cherishing friendship and comradeship;
11. Training for work and future profession by creating specialized competences in accordance with the requirements of a vocation, the needs of labour markets, the development of contemporary science, economy and technology;

12. Adopting, understanding and developing basic social and moral values of a democratically ordered, humane and tolerant society;
13. Developing abilities for the role of a responsible citizen, initiating and building up a personal system of values based on the principles of differences among people, respect of civil and human rights and welfare for all;
14. Forming attitudes, convictions and systems of value, developing a personal and national identity, developing a sense of belonging to Serbia, respecting and cherishing the Serbian language, tradition and culture of the Serbian people, national minorities and ethnical communities, other peoples, developing multiculturalism, respecting and preserving the national and world cultural heritage;
15. Developing and respecting racial, national, cultural, linguistic, religious, gender, sex and age equalities, tolerance and understanding differences among people;
16. Increasing the educational level of our population and the development of the Republic of Serbia as a country based on knowledge.

Article 4

Every person shall have right to education.

The citizens of the Republic of Serbia shall be equal in exercising their right to education regardless of their sex, race, national, religious and linguistic background, age, physical and psychological constitution, social and cultural background, the property they possess, political opinion or other personal qualities.

Persons with developmental impairments and disabilities shall be entitled to education which takes into consideration their special educational needs in accordance with the Law on the Fundamentals of the Education System and the pertaining law.

Persons with exceptional capabilities shall be entitled to education which takes into consideration their specific educational needs in accordance with the Law on the Fundamentals of the Education System and the pertaining law.

Foreign nationals and persons without citizenship shall be entitled to education under the same conditions and in the same manner as envisaged for the citizens of the Republic of Serbia.

Article 5

The school employees shall have the rights, obligations and responsibilities in accordance with the provisions of the Law on the Fundamentals of the Education System, the Labour Law and this Statute.

Article 6

On the basis of the provisions of this Statute that are in accordance with it, some relations among the employees can be defined by other school documents as well.

Article 7

Activities aimed at threatening, belittling, discriminating and singling out groups or individuals on the basis of their racial, national, ethnic, linguistic, religious background or sex gender, physical and psychological characteristics, impairments and disabilities, health condition, age, social and cultural origin, financial status or political views as well as encouraging or not preventing such activities, and other types of activities stipulated by the law prescribing the prohibition of discrimination, shall be prohibited in the institution.

The following things shall be forbidden in the institution: physical, psychological and social violence, molestation and neglect of children and pupils, physical punishment, insulting one's personality and sexual abuse of children, pupils and employees.

The school shall have a students' violence protection program which envisages measures, methods and procedures of protection and safety of pupils during their stay at school.

Political organizing and the use of the school premises for those purposes shall be forbidden in the school.

Article 8

The institution shall maintain its database within a unique notification system of "Dimitrije Todorović-Kaplar" primary school.

The database represents a set of all records envisaged by the pertaining law which the institution keeps in electronic form.

The records kept by the institution represent a set of data about the institution, children and pupils, parents, guardians, foster parents and employees.

The unique education information system is made up of a comprised set of data from the records of all institutions kept as a database established and managed by the ministry in charge of education affairs.

Article 9

Data about the institution represent a set of general data determining the legal status of the institution within education system, data about programs institutions realize, data about the school building, documents, school organs and results of an external school evaluation.

Data about children and pupils, parents, guardians, foster parents and employees

represent a set of personal data determining their identity, educational, social and health status as well as necessary educational, health and social support.

For the sake of determining identity the following data shall be collected: name, surname, personal number, date and place of birth, country and residence, address, telephone number and other data in accordance with the pertaining law.

For the sake of determining the status of children and pupils shall be collected data about the registered field of work and direction, the language educational work is carried out in, optional subjects, foreign languages, IEP (Individual Educational Profile) – based education, marks based on classification periods, data about exams pupils take, awards, certificates won during the process of education, absence from classes, conduct and issued public documents.

For the sake of determining the social status of children and pupils shall be collected data about living conditions and family situation.

For the sake of determining the social status of parents, guardians and foster parents shall be collected data about their specialist's training, vocation and a form of employment, whereas for those employed in the institution data about their vocation, specialist's training, employment, licence, salary and progress they made in their professional careers.

For the sake of determining the health status of children and pupils shall be collected data obtained on the basis of an evaluation of the needs for providing additional educational, health and social support the interdepartmental commission decides about.

More detailed conditions and a method of keeping, collecting, entering, updating and accessibility of data entered in records and public documents and other issues of importance for the sake of record keeping and issuing public documents shall be prescribed by the minister in charge of education affairs.

Article 10

The purpose of data processing shall be providing indicators for the sake of monitoring the number of children and pupils, an efficient and high quality functioning of education system, educational policy planning, monitoring, studying and improving an educational level of children and pupils as well as the professional status and development of the employees and expert associates.

Article 11

All aspects of collecting, keeping, processing and using data shall be carried out in accordance with the pertaining law, respecting the principles prescribed by the law defining the protection of personal data.

Article 12

The user of the data from the unique information system can be a state or other organ or organization, a legal or physical person, on condition that it is authorized by law or some other regulations to seek and receive data, those data are necessary for performing activities within their jurisdiction, they serve the purpose of research or provide the protection of personal data.

The data stored in a database and the unique educational notification system must be protected by safety measure from unauthorized entry and usage.

THE NAME AND SEAT OF THE SCHOOL

Article 13

The school is an institution, a legal person performing an educational function, that is, jobs of a public service by means of which citizens' rights are exercised in accordance with the Constitution of the Republic of Serbia and this Statute and it performs its activities under the name of "Dimitrije Todorović-Kaplar" primary school.

The seat of the school is in Knjaževac.

Article 14

The school performs educational activities by implementing the school program in accordance with the primary education curriculum.

The school was founded on the basis of the Decision issued by the Popular Board of the Municipality of Knjaževac, number 1574/1 on 26th November 1962 and was entered in the court register of the Commercial Court in Zaječar on the basis of the decision number I-304/65 on 28th December 1965, registration list number 26.

The School Stamp

Article 15

In performing its activities the school shall use:

1. The round-shaped stamp, 32mm in diameter with circularly inscribed text in Serbian, in the Cyrillic alphabet as follows: the Republic of Serbia, "Dimitrije Todorović-Kaplar" primary school in Knjaževac. The coat-of-arms of the Republic of Serbia is imprinted in the middle of the stamp.

This stamps shall be used for verifying certificates, report cards, diplomas and other public documents issued by the school.

2. The stamp of the same content, size and shape with the name of the town in the middle instead of the coat-of-arms.

This stamp shall be used for verifying other documents in the field of office and financial transactions.

3. The stamp, 25mm in size, with a circular text as follows: "Dimitrije Todorović-Kaplar" primary school. In the middle of the stamp is inscribed the town: Knjaževac.

This stamp shall be used for verifying other documents.

4. The stamp of the same shape and size as the one described in Item 3 with the only difference in the name of the town being inscribed on the outer part of the stamp, whereas in the middle is inscribed the word cash desk.

This stamp shall be used for verifying documents in the field of financial transactions.

5. The registration stamp, 65 x 30 mm, of rectangular shape with the text inscribed as follows: the Republic of Serbia, "Dimitrije Todorović-Kaplar" primary school, number, date and place.

This stamp shall be used for registering and dispatching documents.

6. The reception registration stamp, 65 x 30mm, of rectangular shape with the text inscribed as follows: the Republic of Serbia, "Dimitrije Todorović-Kaplar" primary school, received, archives sign, number, attachment, value, place.

This registration stamp shall be used for registering documents the school receives.

On all stamps and registration stamps the text is inscribed in Serbian, in the Cyrillic alphabet.

The stamp shall be used for verifying the authenticity of a public document. The Head teacher shall be held for issuing, handling and keeping the stamp.

The Head teacher can entrust the school secretary or some other person with the task of handling the stamps.

The person entrusted with the task of keeping and using the stamp shall have to keep the stamp in the way that prevents unauthorized usage and abuse.

The procedure of manufacturing, method of usage, keeping and disposing of the stamps shall be regulated by the Head teacher's decision in accordance with the law.

The legal Position of the School

Article 16

The school has the status of a legal person with rights, obligations and responsibilities on the basis of the law and this Statute. In legal transactions the school has the right to conclude contracts and undertake other legal procedures and legal affairs within its legal and business ability.

LEGAL TRANSACTIONS AND REPRESENTATION

Article 17

In legal transactions with third parties the school shall act alone on its behalf and with its funds and property shall be held responsible for its obligations.
The school shall have an account kept by authorized services of payment operations.

Article 18

The school shall be represented by the Head teacher in an unlimited number of times.

In case of the Head teacher's absence, the school shall be represented by the Assistant to the Head teacher on the basis of the Head teacher's empowerment. The empowerment can be recalled at any time. The school funds shall be provided in accordance with the law and financial plan of the institution.

The earnings of the school employees shall be determined in accordance with the law. The school shall obtain funds from the budget of the Republic of Serbia, the budget of the local self-management unit, the sale of products or rendering services in the field of extended activities as well as from other sources in accordance with the law.

- The school shall have its account, number 840-1422660-51
- The account of the school own funds, number 840-1422666-33
- The account for the "parents' dinar" funds, number 840-4367760-93.

SCHOOL ACTIVITIES

Article 19

The school shall perform an educational function, code 8520.

The method of performing an educational function is prescribed by the Law on the Fundamentals of the Education System and specific laws in the field of education. The school shall also perform an extended activity in the following fields:

- 1061 – The production of flour products
- 4761 and 4762 – Retail in books, newspapers and stationery (SCHOOL TUCK SHOP – the sale of the school cooperative products, supply and sale of textbooks, school accessories, sweets, juices and other goods for the needs of the pupils and employees)
- 5746 and 4765 - Retail in other products in the school's specialized shops
- 0111 – Growing wheat and other planted crops (COLLECTION ACTIVITIES – collecting and sale of secondary raw materials, growing, collecting and sale of medicinal, spice herbs and forest fruits)
- 0113 – Growing vegetables, flowers and decorative flowers (AGRICULTURE – the production and sale of agricultural products and seedlings in the fields of fruit growing and horticulture)
- 0124 and 0125 - Growing fruit
- 0146 – Pig breeding
- 0147 – Poultry breeding
- 0149 – Breeding other species of animals (BEEKEEPING – keeping bees and

queen bees, processing and sale of bee products)

- 1071 – Production of bread and pastries (SCHOOL KITCHEN) – the preparation and sale of food for the pupils and employees)

Article 20

The school shall perform its activities at the place where it is based.

The school can perform its activities outside the place where it is based by organizing teaching in separate village schools with the permission of the Ministry of Education.

The separate village schools are the following: Vina, Valevac, Štipina, Bučje and Balanovac.

Teaching in all separate village schools lasts four years.

The separate village schools shall not have the status of a legal person.

Article 21

The school can perform other activities serving the purpose of education (in the further text: extended activity) on condition that pupils are engaged in practical teaching and teachers' work does not interfere with the school's primary objective – education.

An extended school activity can be offering services, production, sale and other activities improving and contributing to a more rational and efficient education process.

The decision of extending activities is made by the school managing organ with the consent of the Ministry of Education.

Article 22

In the school there is a school cooperative which shall perform its activities under the name of "Youth" aimed at realizing extra-curricular activities.

The activity and managing the school cooperative shall be regulated in more details by the Rulebook of the School cooperative activities.

STATUS CHANGES, CHANGES OF THE NAME AND SEAT OF THE SCHOOL AND THE PROHIBITION OF OPERATION

Article 23

The school can effect status changes, name and seat change.

The decision of a statutory change of the school shall be made by the school managing organ with the permission of the school founder.

The decision on the change of the name and seat of the school shall be made with the

consent of the Ministry of Education.

The school can't effect status change, changes in its name or seat during the school year.

THE PROHIBITION OF OPERATION OF THE SCHOOL

Article 24

If an authority tasked with inspection or expert pedagogical supervision ascertains that the school is not complying with the prescribed conditions for operation or if it is not performing its work and responsibilities in a prescribed way, or in case of work stoppage or strike organized contrary to the law, it shall set a time period within which the institution shall be obliged to eliminate the irregularities in its operations and it shall notify its founder thereof.

If the school does not comply with the order as stated in Paragraph 1 of this Article, if the Managing body is not performing its duties and responsibilities within its jurisdiction and if the municipal body in charge of this matter does not take measures in accordance with the law after the prescribed deadline for eliminating the irregularities, the Ministry of Education shall take the following measures:

1. Dismiss of the Head teacher and appoint an acting school teacher
2. Dismiss the Managing body and appoint an interim managing body
3. Dismisses the Managing body and Head teacher and appoint an interim managing body and an acting head teacher.

The interim managing body shall have at least five members and perform duties and activities from the scope of competences of the managing body.

The acting Head teacher and the interim managing body shall perform their duties and activities until the Ministry of Education has ascertained whether the conditions have been met or irregularities eliminated and whether the conditions for the termination of those measures have emerged, for a period not to exceed six months.

If the acting Head teacher and the interim managing body fail to eliminate the ascertained irregularities, the Ministry of Education shall prohibit the operation of the school.

More detailed conditions of the prohibition of the operation of the institution are prescribed by the Law on the Fundamentals of the Education System.

EDUCATION PROGRAMS AND EXAMS

School Development Plan

Article 25

The school shall have its own development plan,
The school development plan is a strategic plan of school development which includes priorities in realizing education activities, a plan and those implementing the activities, criteria and standards of evaluation benchmarks for planned activities and other issues of significance school development.
The development plan shall be passed by the Managing body at the proposal of the expert team for development planning for the period of three to five years.

The Primary School Curriculum and Syllabus, School Program, Individual Education Plan and Annual Work Plan

Article 26

The primary school curriculum shall constitute the basis for the adoption of the School program.

The primary school curriculum shall include:

- compulsory school subjects by Year
- optional school subjects by Year
- other forms of educational and pedagogical activities (regular, remedial, extra teaching activities and other forms of education activities)
- annual and weekly number of classes for each subject and form of education activities.

The primary school curriculum may also contain modules, either independent or in the school subject, accompanied by a number of classes.

The primary school syllabus shall be passed pursuant to the prescribed general and specific achievement standards and it shall contain:

- education objectives by levels, cycles, types of education, subjects and modules;
- compulsory and recommended content for compulsory and optional subjects;
- recommended types of activities and modes of program realization;
- recommended mode of adapting programs of adult education, pupils with exceptional abilities, programs of significance for national minorities and bilingual education;
- recommendations for the preparation of IEP for pupils requiring additional educational support;
- other issues of significance for the attainment of educational programs.

Adopting Educational Programs

Article 27

The School program shall be prepared by the school expert bodies which hand it over to the Parents' Council and the Pupils' Parliament to give their opinion as well as to the Ministry of Education which approves of it with regard to planned funds for its realization.

The School program shall be adopted on the basis of the primary school curriculum.

The School program shall be adopted two months at the latest before the beginning of the

school year when it will start to be applied.

The School program contains:

- The objectives of the School program;
- The name, type and duration of all educational programs delivered by the school and the language in which the program is being delivered;
- The compulsory and optional subjects and modules, by cycles and Years;
- The manner of achieving principles and objectives of education, standards of achievement, the manner and procedure for the delivery of the prescribed curricula and syllabi and other forms of vocational education and types of education activities;
- Optional subjects, their program content and activities through which they are delivered;
- Manner of delivery and adaptation of music and ballet education, education of adults, pupils with exceptional abilities and bilingual education;
- Other issues of significance for the School program.

Article 28

The school shall eliminate physical and communication obstacles and adopt individual education plan for a child or pupil in need of additional educational and pedagogical support, due to social deprivation, developmental impairment, physical disability or for other reasons.

IEP is a specific document aimed at planning additional support in education for a child or pupil in accordance with his/her capabilities.

The aim of the individual education plan shall be to attain an optimal level of inclusion of a child or pupil into regular educational and pedagogical activities and to enable him/her to gain independence in his/her peer group.

IEP shall be made on the basis of previously realized and registered measures of individualization and a pedagogical profile made for such a child or pupil.

IEP can be based on:

- adapting methods of work like conditions in which educational activities are carried out (IEP 1);
- adapting and modifying the contents of educational activities for a child or pupil with exceptional capabilities (IEP 2);
- enriching and extending the contents of educational activities for a child or pupil with exceptional capabilities (IEP 3);

The adoption of IEP 2 is preceded by the adoption, application and evaluation of IEP 1 as well as obtaining the opinion from the interdepartmental commission for the assessment of the needs for additional educational, health and social support to a child or pupil.

IEP shall be adopted by the school pedagogical committee at the suggestion of a parent or guardian.

The team shall be made up of a class teacher, a subject teacher, form teacher, an expert associate, a parent or guardian and, if necessary, a pedagogical assistant, that is, a personal pupil's assistant, at the suggestion of a parent or guardian.

A parent or guardian shall agree IEP to be carried out in accordance with the law.

During the first year after the enrolment in the school, IEP shall be adopted and evaluated every three months, whereas the same procedure shall be applied twice during the school year for each subsequent year.

More detailed instructions for realizing IEP, its application and evaluation shall be determined by the Minister.

Article 29

The Annual work plan defines time, place, method and persons involved in the realization of an education program and it is adopted by 15th September.

The Annual work plan shall be adopted in accordance with the Development plan and the School program.

Article 30

Education activities of the school shall be realized during the school year which starts on 1st September and finishes on 31 August the following year.

Education activities shall be organized in two terms.

Pupils shall have a holiday.

The time and duration of the holiday shall be determined by the school calendar.

The school calendar shall be approved by the Minister by 1st July.

Duration of Primary Education

Article 31

Primary education lasts for eight years and is carried out in two educational cycles.

The first cycle includes the first to the fourth form, which are organized as class teaching (the teaching process is carried out by one teacher) in accordance with the law.

Exceptionally, teaching a foreign language and optional school subjects can be organized as subject teaching (the teaching process is carried out by different teachers) in accordance with the pertaining law and the School program.

The second cycle includes the fifth to the eighth form, where the teaching process is organized as subject teaching (a different teacher for each subject) in accordance with the School program.

Article 32

Optional subject teaching is carried out in accordance with the curriculum for the first to the eighth form as follows:

1. Religious Education and other subject of ethical and humanistic content determined by the Minister for the first to the eighth form;
2. Foreign language as a compulsory optional subject from the first to the eighth form;
3. Foreign language as an optional subject from the fifth to the eighth form;
4. Other optional subjects from the fifth to the eighth form;

At the enrolment in the first and each subsequent class a parent or guardian of a pupil has the right and obligation to decide whether the pupil will attend Religious Education or some other optional subjects determined by the Minister.

The subject as stated in Paragraph 1, Item 1 of this Article chosen by a parent or a guardian is compulsory for the pupil during that school year.

Optional subjects as stated in Paragraph 1, Items 2 and 3 of this Article are compulsory for the pupils who choose them.

Article 33

Classes shall be carried out in the classroom and, exceptionally, in groups or individually. The number of students in a class section of the same form (or combined) is determined in accordance with the Law on Primary Education. A class can be divided into groups for subjects determined by the curriculum. Individual teaching, as an exception, may be approved by the Teachers' Council to be performed at school or at pupils' homes.

Article 34

Teaching in classes shall be carried out according to the timetable determined by the Head teacher for a given period or a school year at the proposal of the Teachers' Council.

Article 35

A class shall last for 45 minutes.

Article 36

Teaching shall be in shifts.

Shifts shall be changed on a weekly basis.

Article 37

Accomplished lessons shall be registered in Register books which are kept by subject teachers or form teacher.

Article 38

A lesson day is a day when lessons and excursions are accomplished according to the Annual work plan.

A work day is a day when cultural and public activities, pupils' competitions, visits, trips etc. are organized.

Article 39

The beginning and end of classes, shift change, break duration etc shall be determined at the beginning of each school year by the Annual work plan

Article 40

Teaching methods, techniques and additional materials shall be chosen by the teachers taking into consideration pedagogical principles and scientific discoveries, as well as recommendations of the school pedagogue and psychologist.

Teaching shall be carried out in the classrooms, the workshop, the school gym and the schoolyard.

Remedial teaching

Article 41

Remedial teaching shall be organized during the school year for the students who have difficulties in work and learning and cannot catch up with the curriculum, as well as for the students who were ill or hospitalized.

Article 42

A teacher shall decide on remedial teaching during regular lessons when he/she realizes that certain pupils have some difficulties in learning.

Remedial teaching is compulsory for all pupils chosen by a teacher.

A pupil shall start remedial teaching when there is a need for them and attend them until the school year finishes.

Extra teaching

Article 43

Extra teaching shall be organized for pupils with special abilities, affinities, and interests for certain subjects or who prepare themselves for competitions in some subjects as they can grasp more complex contents than it is determined by the syllabus for certain subjects.

Preparatory Teaching

Article 44

Preparatory teaching shall be organized for pupils who have less than three failing marks at the end of the second term and they must take the make-up exam.

Article 45

Preparatory teaching shall be organized prior to the exam in the period of at least five work days with two classes every day for each subject.

Extended Stay

Article 46

Depending on conditions, the school can organize an extended stay, thus making it possible for pupils to learn and revise educational materials, do their homework, play or have cultural, artistic and sports activities under the supervision of teachers.

Article 47

The school can organize an extended stay on the following conditions:

1. If there is need for this form of activities (parents' demand),
2. If the school has necessary space, equipment and funds,
3. If the school has provided teachers for carrying out this form of activities,
4. If it is approved by the Ministry of Education.

If the conditions as stated in Paragraph 1 of this Article do not exist, the school cannot organize an extended stay.

Realization of Excursions and Outdoor Lessons

Article 48

The organization and realization of excursions and outdoor lessons shall be planned by the School program and the Annual work plan.

More detailed conditions of realizing excursions and outdoor lessons shall be determined by the Minister.

Article 49

The school has to organize subject teaching classes to pupils in the fourth form for the sake of familiarizing them with subject teachers who will teach them in the fifth form.

Subject teaching classes as stated in Paragraph 1 of this Article shall be planned on the basis of the curriculum for the fourth form in cooperation with teachers and some subject teachers.

Subject teaching classes for all pupils in the fourth form shall be carried out by all teachers as stated in Paragraph 1 of this Article twice during the school year, that is, once during a term.

Teaching Ill and Hospitalized Pupils

Article 50

The school can organize educational activities as a specific form of activities for pupils who have been ill or hospitalized for a longer period of time with the consent of the Ministry of Education.

For pupils who, because of graver health problems and chronic diseases, cannot attend classes longer than three weeks, teaching is organized at home or in a health institution.

A parent or guardian has to inform the school about the need for organizing teaching at home or in a health institution.

The way of organizing teaching for pupils who have been ill or hospitalized for a longer period of time is determined by the Minister

Teaching at Home and Distance Learning

Article 51

A parent or guardian shall be entitled to organize his/her child primary education at home.

By the end of the school year a parent or guardian has to notify in written form the school his/her child was enrolled in that he/she intends to organize teaching at home for his/her child from the beginning of the next school year.

The school as stated in Paragraph 2 of this Article has to organize taking class exams in all subjects in accordance with the curriculum.

Primary education at home has to provide the realization of the set objectives, outcomes and standards of achievement.

For handicapped pupils and pupils with disabilities who are educated at home by realizing an individual educational plan with adapted standards, education at home shall provides the realization of adapted standards.

The school shall decide on education at home based on available funds necessary for these aspects of education.

The school shall keep records of the education of pupils at home or distance learning.

More detailed conditions for the delivery and way of ensuring quality and evaluation of teaching at home and distance learning are determined by the Minister.

Cultural and Public School Activities

Article 52

Cultural and public school activities shall include:

1. Celebrations on the occasion of state holidays, Saint Sava's Day, School Day and other events;
2. Exhibitions of pupils' works
3. Lectures for parents and other citizens
4. Pupils' sports competitions
5. Organizing pupils' performances
6. Organizing courses.

The program of the cultural and public activities shall be part of the Annual work plan. The organization and planning of this school activity shall be determined and conducted by the Head teacher, the Teachers' Council and the Managing body.

Optional Activities

Article 53

Optional activities of pupils shall be organized depending on pupils' wishes, interests, and abilities in accord with the law and curriculum.

Article 54

Optional activities shall be performed by students. Their participation shall be voluntary.

In performing optional activities pupils shall be helped by teachers who act as advisors. The school shall provide financial means and other conditions for the realization of the program of optional activities.

Article 55

The school has to keep a chronicle for each school year.

A chronicle shall contain written data about school activities and the realization of education activities.

In a publication the school shall present the program and organization of activities, in accordance with the Annual work plan, as well as pupils' rights and duties, rules of behaviour, school rules and other data of importance to school presentation.

The publication as stated in Paragraph 2 of this Article is posted by the school on its web site by 1st October for the current school year, but it can also be handed out to pupils in printed form.

The school has to have a web site.

Article 56

In its Annual work plan the school shall determine forms and program of optional activities which will be organized during the school year.

Education of Disabled Pupils

Article 57

In the school there shall be class sections for special-needs children in which disabled children are educated in accordance with the law that was in effect at the time of their enrolment in the school.

Article 58

Teaching for disabled pupils from the fifth to the eighth form can be carried out as class, class and subject or subject, depending on a type and degree of a disability.

When teaching is carried out as class, class and subject or subject is determined by the curriculum.

A class shall last for 30 minutes.

Article 59

A class section or an education group can consists of 10 pupils at the most, depending on a type and degree of a disability.

A class section of pupils with multiple handicaps and a combined class can have 6 pupils at the most.

Article 60

Class teaching from the first to the fourth form can be carried out by a defectologist who holds at least an undergraduate degree.

Subject teaching from the fifth to the eighth form can be carried out by a defectologist who holds least an undergraduate degree for the subject he/she performs education activities and for which he/she gained qualifications at the Faculty of Defectology to work with disabled pupils.

If teaching is carried out as class and subject from the fifth to the eighth form, class teaching may be carried out by a defectologist as stated in Paragraph 1 of this Article, whereas subject teaching by a teacher as stated in Paragraph 2 of this Article.

Exams

Article 61

Pupils' achievements shall be evaluated on exams as well.

The following exams shall be taken: make-up, end-of-term, final exam, foreign language exam and other exams.

The exams as stated in Paragraph 2 of this Article, except for the final exam, shall be taken in front of an exam commission consisting of three members at least two of which are teachers of the subject a pupil takes.

An exam commission shall be formed by the Head teacher.

If the school does not have a necessary number of teachers for a certain subject, a teacher from some other school shall be engaged.

Article 62

A make-up exam shall be taken by pupils from the fourth to the eighth form who have up to 2 failing numerical marks at the end of the second term.

A pupil from the fourth to the seventh form who has more than two failing numerical marks at the end of the second term, a pupil who does not pass a make-up exam or does not appear at the scheduled time for taking an exam, repeats the form.

A pupil in the eighth form who has more than two failing numerical marks or does not pass a make-up exam, does not repeat the form but completes education at the same school by taking an exam for the subject he/she has a failing mark in, in accordance with the Law.

Article 63

An end-of-term exam shall be taken by a pupil who is not marked in one or more subjects.

A pupil can be left without the final mark in a subject if he/she has not attended more than one third of lessons on annual level or if, by marking, one determines that he/she has not accomplished education standards on the basic level.

A pupil who gets a failing mark in one or two subjects or does not appear at the scheduled time for taking a class exam in one or two subjects, shall take a make-up exam.

A pupil who gets a failing mark in more than two subjects on a class exam or who does not appear at the scheduled time of taking an end-of-terms exam in more than two subjects, repeats the Year in accordance with the Law.

Article 64

A foreign language exam shall be organized for pupils who have not learned that language at school. This exam shall be taken according to the prescribed curriculum.

The school shall issue a certificate to a pupil, thus proving that he/she has taken an exam.

Article 65

Additional exams shall be organized for pupils who are no longer obliged to attend primary school and who have the right to complete the form in accordance with the Law.

Additional exams shall be taken by pupils in June, August and January.

Exam application shall take place in June, August and January from 1st to 15th and pupils shall take exams in the second half of the month.

Article 66

All exams shall be taken in front of an exam commission consisting of three members formed by the Head teacher.

The records on the protocol and the results of the exam shall be kept by the exam commission on the prescribed forms for each student separately.

The records shall be signed by all commission members.

The exam mark issued by the commission shall be considered final.

Article 67

Upon finishing the eighth form, a pupil shall take the final exam.

A pupil shall take the written final exam according to the final exam program for the school year when the pupil has finished the eighth form doing tests.

Subjects in which a pupil takes the final exam shall be determined by the final exam program.

A degree of the accomplishment of the primary school prescribed outcomes shall be estimated by the final exam.

A disabled pupil shall take the final exam in accordance with his/her motion and hearing abilities, that is, conditions for a certain type of disability.

After a pupil has taken the final exam, he/she shall finish primary education and shall be issued a public document in accordance with the pertaining law.

Based on the passed final exam, a pupil has the right to be enrolled in a secondary school without taking a qualification exam, except for an exam checking pupils' exceptional abilities, in the manner and procedure prescribed by the pertaining law.

The primary school final exam program shall be approved by the Minister at the suggestion of the National Education Council.

The regularity of the final exam shall be ensured by the Head teacher.

Corrective Pedagogical Work

Article 68

For pupils who have minor physical and psychological handicaps, the school shall organize corrective pedagogical work.

Article 69

Corrective pedagogical work can be organized within the scope of school activities or in cooperation of the school with specialized and expert institutions.

Article 70

Corrective pedagogical work shall be organized in the school by the psychologist, pedagogue, teachers, PE teachers, welfare worker and defectologist.

Corrective pedagogical work shall be organized in cooperation with experts outside school, that is, in cooperation with the Health Centre, Mental Health Institute, Public Centre for Welfare and other expert and specialized institutions.

Pupils' Cooperative

Article 71

A Pupils' cooperative can be formed in the school for the sake of developing a positive attitude of pupils to work, professional orientation, connecting teaching to the world of labour as well as to team work.

The work of a Pupils' cooperative shall be determined by the School Statute and the rules of work of the pupils' cooperative, in accordance with the law.

The school can render services and sell products, stationery and school accessories.

The funds provided by the work of the Pupils' cooperative shall be used for extending the material basis of the work of the Pupils' cooperative, excursions, pupils' snacks, rewarding the members of the Pupils' cooperative and improving educational activities in the school as well as for other purposes in accordance with the documents determining the work of the Pupils' cooperative.

Article 72

The Pupils' cooperative shall operate in the school and contribute to:

1. Realizing the curriculum
2. Creating working habits
3. Training for creativity in work
4. Strengthening feelings and developing the sense of working with other colleagues.

Article 73

The content and way the Pupils' cooperative performs business and other activities, internal organization as well as its management shall be determined in more details by the Rules of the Pupils' cooperative which, after being adopted by the cooperative assembly, shall be confirmed by the Managing body.

Article 74

The funds of the Pupils' cooperative shall be kept on a separate school account and shall be used for extending the material basis of the work of the Pupils' cooperative, pupils' excursions, rewarding the members of the Pupils' cooperative and improving educational activities in the school.

PUPILS

Enrolment of Pupils in Primary School

Article 75

Every child who is at least six and a half years old and seven and a half years old at the most by the beginning of the school year, shall be enrolled in the first form of the primary school.

In addition to the documentation required for the enrolment, the parent shall also submit a health clearance certificate.

Exceptionally, children belonging to vulnerable social groups may be enrolled in school without previously submitting the proof of their parents' residence and other necessary document.

The examination of a child entering the first term of the primary school shall be done by the psychologist and pedagogue of the school in child's mother tongue, by applying standard procedures and instruments, recommended by the competent institution or authorized professional organization. If there is no possibility for the child to undergo the test in his/her mother tongue, the school shall outsource an interpreter at the proposal of the national council of the national minority.

The examination of children with motor or sensory disabilities may be carried out by applying the type of examination best suited for the child's capacity to respond.

Exceptionally, when it is in the best interest of a child, the school psychologist and pedagogue can postpone his/her enrolment for the next school year, based on the opinion of the interdepartmental commission containing proofs of the need of postponement and a proposal of measures for additional education, health or social support to the child by the time he/she starts school.

In process of testing the child entering the first form, the school may ascertain a need for an individualized work plan or additional learning support. If the additional support requires financial funds, the school shall file a written request to the child's doctor working at the community health centre for evaluation of needs for additional educational, health or social support determined by the interdepartmental commission.

Children with handicaps can be enrolled in the school based on the opinion of the interdepartmental commission that estimates needs for providing additional education, health or social support to a pupil, with his/her parents' consent.

A child aged six to six and a half shall be enrolled in the first form after he/she has passed the primary school maturity test.

The primary school maturity test shall be administered by the school psychologist through the application of standard procedures and instruments, recommended by the competent institution or authorized by a professional organization.

In the procedure of testing the child's readiness and maturity for school, a school may, based on the psychologist's findings, recommend the following:

1. That the child be enrolled in the first form;
2. That the child's enrolment into school be postponed for another year and that he/she attend the preparatory school program

The parent or guardian of a child to whom a year delay for enrolment in the first form has been recommended, may file a request with a school commission for the school maturity reassessment. The commission shall be composed of a psychologist, pedagogue, teacher and pediatrician.

Through the application of standard procedures and instruments, the commission may recommend for the child to be enrolled in the first form.

If a child older than seven and a half years of age, due to illness or for other reasons, has not been enrolled in the first form, this child may be enrolled in the first form or a corresponding form following the test in previously acquired knowledge.

A school shall be obliged to enroll each and every child on its territory. At the request of the parents, a school may enroll a child coming from another school's territory, subject to the school's capacities.

A parent or guardian shall be entitled to select a primary school for the enrolment of his/her child and shall submit an application to the school to that effect by 1st February at the latest of the current calendar year in which enrolment is taking place.

The local self-government unit shall keep records and notify both the school and the parents or guardians on the children who have come of age and who have been enrolled in the school.

Article 76

During the school year can be enrolled pupils who moved to or live on the territory the school covers or who were transferred to the school based on the agreement with the school they come from.

Article 77

A pupil shall be obliged to go to another primary school during the school year in case his/her family has changed residence or for other justifiable reasons.

The transfer of a pupil from one to another primary school is done based on a certificate or a transfer certificate a school issues in accordance with the Law on Primary School.

Article 78

The enrolment of a pupil in the school shall be carried out by the pupil's form teacher based on the records of pupils enrolled in the first form, that is, on a transfer certificate issued by the school the pupil comes from.

Article 79

A pupil's obligation shall be to attend education activities regularly and to come to school.

A pupil can stay away from school only in justifiable cases.

A parent shall be held responsible for his/her child's regular attendance of classes and shall be obliged to, in eight days, excuse his/her absence.

Article 80

A parent or guardian shall be held responsible for his/her enrolment in school, regular attendance and performing other school duties.

The local self-government unit shall keep record and notify the school and parents or guardians about children who will be enrolled in the first form till the end of February (to the latest) of the current year for the next school year.

In 30 days the school shall be obliged to notify a parent or guardian about the decision made based on the request for his/her child's enrolment outside the territory the school covers.

The school shall be obliged to notify a parent or guardian and the local self-government unit about a child who has not been enrolled in the first form, 15 days to the latest before the beginning of the school year.

The school shall be obliged to notify a parent or guardian about a pupil who does not attend classes regularly or has stopped attending classes, two days at the latest from the day he/she stopped attending classes.

If a parent or guardian, after receiving a note as stated in Paragraph 5 of this Article, does not make sure in three days' time that the pupil continues to attend classes regularly, the school immediately notifies the local self-government unit.

Article 81

A pupil in the fifth to the eighth form can be transferred to another school if he/she commits a violation from Articles 44 and 45 of the Law on the Fundamentals of the Education System, based on the decision of the Teachers' Council and with a parent's or guardian's approval.

Article 82

A pupil who is 15 years old and has not finished primary school, shall no longer be obliged to attend school when the current school year finishes.

A pupil as stated in Paragraph 1 of this Article can, based on the Head teacher's decision, attend classes regularly until he/she turns 17, if he/she or his/her parents make such a request in written form.

In case that a pupil as stated in Paragraph 2 of this Article commits a grave violation of his/her obligations or significantly disturbs the realization of educational and pedagogical activities and has a negative influence on other pupils, the Teacher's Council can make a decision to expel such a student from school.

Enrolment of Foreign Nationals and Persons without Citizenship

Article 83

A foreign national or a person without citizenship can be enrolled in school as stated in Article 27 of the Law on the Fundamentals of the Education System and shall be entitled to be educated on the same conditions and in the manner prescribed by the law applicable to the citizens of the Republic of Serbia.

The school shall organize, for pupils as stated in Paragraph 1 of this Article and for expellees and internally displaced persons not familiar with the language in which instruction is delivered or certain program content of significance to the continuation of education, language learning classes, preparation for teaching or remedial classes, according to special instructions prescribed by the Minister.

While in the Republic of Serbia, a child of a foreign national shall be entitled to attend lessons of his/her language and culture, either free of charge based on the reciprocity conditions or with his/her parents' paying for the tuition, on the premises of the school designated by the local self-government unit.

Experiment

Article 84

Strengthening the quality and updating the educational and pedagogical work, the introducing new education and pedagogy program content, organizational novelties or methods of funding may be tried out in a form of an experiment prior to their implementation.

The initiative for the introduction of an experiment accompanied by a program proposal may be launched by an institution, a competent council, institutes or other legal entities.

The program of the experiment shall contain the objective, expected outcomes, duration, manner and conditions for its implementation and evaluation.

The initiative accompanied by the experiment proposal shall be reviewed by the minister and upon acceptance of the initiative, shall decide on the approval of the experiment and shall prescribe the experiment program. The minister may request opinion of a competent council for an initiative implying considerable novelties.

The minister shall publicly announce a competition for the implementation of an experiment and upon the closing of the competition, select the institution for its implementation. The institution which originally launched the initiative shall have the advantage over other such institutions.

The experiment may last for a period of five years at the most and the experiment evaluation shall be carried out during the last year.

In the experiment evaluation procedure, the program implementation shall be monitored by the educational advisor while the assessment of the achieved objective and expected outcomes at the end of the experiment shall be done by the Institute for Education Quality and Evaluation which shall offer feedback to the minister and experiment initiator.

The report on the conducted experiment and its evaluation shall be made public in such a way as to be accessible to a wider professional audience.

Based on the report on the conducted experiment and its evaluation, the minister shall decide on its further implementation.

No status related changes shall be conducted in the institution during the implementation of the experiment.

A document issued based on the school program of the experiment shall have the nature of a public document in accordance with this and the pertaining law.

PUPILS' RIGHTS, OBLIGATIONS AND RESPONSIBILITIES

Article 85

Pupils' rights shall be implemented in accordance with the ratified international contract, the Law on the Fundamentals of the Education System and the pertaining law and the school shall be obliged to ensure its implementation in particular the right to:

1. High quality educational activities;
2. Respect for one' personality;
3. Support to a comprehensive personality development;
4. Protection against discrimination and violence;
5. Timely and complete notification on issues of importance to their education;
6. Notification on their rights and obligations;
7. Launching complaints and appeals related to marks and to the exercise of their rights pertaining to education;
8. Freedom of association into different groups, clubs and organization of the Pupils' Parliament;
9. Participation in various school bodies, in accordance with the law;
10. Launching an initiative for determining the responsibility of those involved in the education process if the rights stated in Items 1 to 9 in this Article have not been fully exercised.
11. Exercising all children's and pupils' rights, rights to protection and equal treatment of a pupil by the school even when he/she is in violation of an obligation stipulated by the Law on the Fundamentals of the Education System and this Statute;
12. The right to scholarship, loan, accommodation and food in a boarding school, in accordance with the pertaining law.

A pupil, his/her parent or guardian may launch a complaint to the Head teacher in case of improper behaviour of an employee toward a pupil, within 15 days of the event having taken place.

The Head teacher shall be obliged to review the complaint and after consulting with the pupil, parent or guardian, decide on the complaint within 15 days of the receipt of the complaint.

An employee of the school shall be obliged to report to the Head teacher or the School Board of any violation of the pupils' rights.

Article 86

When exercising their rights, pupils may not threaten others in exercising their rights.

A pupil shall be obliged to:

1. Regularly attend classes and fulfill his/her school obligations;
2. Adhere to the school rules, decision of the Head teacher, teachers and school bodies;
3. Work conscientiously on the acquisition of knowledge, skill and values determined by the School program, monitor his/her own progress and report on it to his/her teachers, parent or guardian;
4. Show his/her actual knowledge in the marking process without resorting to various methods of cheating and other prohibited forms of assistance;
5. Refrain from disturbing teaching activities and leaving the class without previously being granted the permission to do so;
6. Respect the personality of other pupils, teachers and other employees in the school;
7. Take care of the school property, the school tidiness and aesthetic appearance of the school premises;
8. Be vigilant of the environment and act in accordance with the rules of environmental ethics.

A pupil, a pupil's parent or guardian has to provide justification for his/her child's absence within 8 days in a timely fashion.

Homeroom Council

Article 87

The pupils of a class section shall establish a homeroom council.

A homeroom council shall have the following rights:

1. To give proposals and opinions to the expert school organs, the Parents' Council and the Head teacher about the rules of conduct in the school;
2. To give proposals to the Head teacher about pupils' participation in sports and other competitions in and outside the school;
3. To consider relationships and cooperation between pupils and teachers.

Article 88

Homeroom council members shall elect the homeroom council board at their first meeting.

The homeroom council shall be made up of: the chairperson, secretary, treasurer and two members.

Homeroom council sessions shall be chaired by its chairperson. All decisions shall be made if the majority of present members vote in their favour. The minutes shall be kept for all homeroom council sessions and shall be registered in the Register book.

All attitudes and proposals heard at homeroom council sessions shall be reported to the form teacher, the Head teacher and the Teachers' Council.

Pupils' Parliament

Article 89

The Pupils' parliament shall be organized in the school for the purpose of:

1. Offering opinion and proposals to the expert school bodies, the School Board, the Teachers' Council and the Head teacher on the rules of conduct in the school, the Annual work plan, school development plan, optional and extra-curricular activities, choice of textbooks, participation at sports and other competitions and organization of all pupils' events at the school and outside the school;
2. Reviewing the relations and cooperation between pupils and teachers or expert associates;
3. Notifying pupils on issues of special importance to their education;
4. Actively participating in the school development planning process and the self-evaluation process;
5. Proposing members of the expert groups for development planning who are pupils

The Pupils' parliament shall consist of two representatives of each class section in the school.

The parliament members shall be elected every school year and have its chairperson.

The Pupils' parliament program shall be an integral part of the school Annual work plan.

Marking

Article 90

Marking in primary school shall serve to assess the attainment of the prescribed outcomes during the mastering of the curriculum.

Marking shall be public and each mark has to be immediately elaborated to a pupil.

Article 91

A pupil shall be marked in all subjects and conduct.

During a school year a pupil shall be marked descriptively and numerically based on the monitoring of his/her progress in mastering the curriculum on the basis of special achievement standards.

A pupil must be marked at least four times during one term.

Exempt from Paragraph 3 of this Article is the case when, if the weekly number of classes of a subject is one, a pupil is marked at least twice during one term.

The final mark in a subject is numerical and is given at the end of the first and the second term based on the determined criteria.

In the first form marking and the final mark shall be descriptive and a pupil goes to the next form.

In the remaining forms marking shall be descriptive and numerical during the school year except for the school subject designated by the Minister.

A pupil in the second and the third form who has up to two failing marks at the end of the second term, shall be allowed to pass in the next form on the basis of the decision of the Class Council except if a parent or guardian requests expressly that the pupil repeat the form.

The form from which a pupil has been allowed to pass into the next form shall be recognized as completed and individualized teaching activities accompanied by additional support in education shall be organized for that pupil, in accordance with Article 77 of the Law on the Fundamentals of the Education System.

A pupil from the fourth form to the seventh form, who has two failing numerical marks, shall take a make-up exam during the exam term in August, whereas a pupil in the eighth form shall take the exam during the exam terms in June and August.

A pupil as stated in the previous Paragraph of this Statute article shall complete a form if he/she has successfully passed the make-up exam in all subjects.

A pupil shall be obliged to repeat the form if he/she has more than two failing numerical marks at the end of the second term or does not pass the make-up exam.

A pupil in the eighth form who has not passed the make-up or final exam, shall

complete his/her primary education as a part-time pupil by taking an exam and having to pay for the examination fee determined by the school, in accordance with the Law.

The pupil's conduct from the sixth form to the eighth form shall be marked descriptively during a term but it shall be numerically marked at the end of the school year and shall have impact on the pupil's overall mark average.

The overall pupil's primary school mark average shall be determined at the end of the first and second term based on the arithmetic mean of the positive final numerical marks in compulsory school subjects and the mark in pupil's conduct, as of the sixth form.

Complaints and Appeals against a Mark in an Exam

Article 92

A primary school pupil, his/her parent or guardian shall be entitled to file a complaint against a mark in a school subject and conduct during the school year, complaint against a final mark in a school subject at the end of the school term and a complaint regarding the exam.

A complaint against a mark in a school subject and conduct shall be filed with the Head teacher within three days from the day the mark has been communicated, a complaint within three days from the day from receiving the report card or diploma, and a complaint regarding the exam prescribed by the pertaining law within 24 hours from the moment the mark has been communicated.

The Head teacher, in cooperation with the school pedagogue and psychologist and the form teacher, shall decide on the complaint within three days.

If the Head teacher ascertains that the complaint is well founded and that the mark has been calculated contrary to the law and the law-based regulations, he/she shall declare the mark null and void by an official decision.

Upon the complaint or an appeal against the pupil's conduct, the Head teacher shall, in cooperation with the school pedagogue and psychologist and the form teacher, determine the pupil's mark in conduct.

The Head teacher shall be obliged to decide on the appeal within 4 hours of its receipt.

If the Head teacher ascertains that the mark in a given school subject has been calculated contrary to the law and the law-related regulations, or that the appeal has merits for other reasons, he/she shall declare the final mark null and void and instruct the pupil to take the exam.

If the Head teacher ascertains that the exam has been conducted contrary to this or the pertaining law and other law-based regulations, he/she shall declare the exam null and void and instruct the pupil to take the exam again.

The exam shall be organized within three days from the day the appeal has been filed.

The Head teacher shall, by means of an official decision establish a commission consisting of at least three members, two of which being experts for that particular school subject or area of the school subject for the testing of the pupil's knowledge, review and reassessment of the written or other kind of work of the pupil or the exam.

If the school lacks the necessary number of experts for that particular subject, the Head teacher shall outsource an expert from another school.

The teacher whose mark has been contested or at whose proposal the final mark has been given, cannot be a member of the commission.

When an exam has been nullified, the Head teacher shall establish a new commission whose members cannot be those of a commission whose exam has been declared null and void.

The mark of the commission shall be final.

Article 93

A pupil who excels in knowledge and shows exceptional abilities, can complete primary education prior to the date as stipulated by the law, following a procedure and manner prescribed by the Minister.

Article 94

For the sake of stimulating pupils to master the school curriculum as better as possible, develop a necessity and interest in constant acquisition of knowledge, competences and working habits as well as stimulating them to participate in social, cultural and public school activities, pupils win certificates, prizes and the like.

Article 95

Praises can be oral or in written form.

Oral praises shall be communicated in front of the pupils of a class section, all school forms or teachers and parents.

Written praises shall be written down in a report card.

Article 96

Prizes shall be awarded to an individual, group or the whole class section.

Prizes can be awarded by sponsors and donors according to the criteria determined by his/her acts.

Article 97

Group prizes shall be awarded to a class section or a group for an exceptional achievement and results in learning, conduct, competitions etc.

Article 98

A proposal for a praise or prize shall be made by a form teacher based on the opinion of the Class Council, expert group of teachers or a donor.

Article 99

A special prize shall be awarded to a valedictorian.

A valedictorian shall be awarded a prize by the Teachers' Council at the proposal of the Class Council.

A valedictorian shall be awarded a prize if he/she has made an outstanding achievement in learning and conduct.

Pupils' Responsibilities

Article 100

In case when there is a pupil violating the rules of conduct or not adhering to the Head teacher's and Managing body's decisions or a pupil who is absent from school in the duration of five classes without a valid excuse or a pupil threatening others with his/her conduct in the exercise of their rights, the school shall be obliged, in cooperation with the parents or guardians, to intensify pedagogical work by implementing the activities: within the homeroom council class, through expert work of the form teacher, pedagogue, psychologist, special teams, and when need arises, cooperate with the competent social and health care institutions aimed at changing the pupil's behavior.

Article 101

A pupil may be held responsible for a minor violation stipulated by the general school document and for a more serious violation of responsibilities prescribed by the

Law on the Fundamentals of the Education System and the pertaining law as well as for the violation of prohibition as stated in Articles 44 and 45 of the Law of the Fundamentals of Education System.

Article 102

Minor violations of pupils' obligations shall include:

1. Unexcused absence and unexcused failing for more than 25 classes;
2. Improper behaviour to other pupils;
3. Improper behaviour to teachers, expert associates and other school employees;
4. Coming to school and other places where the school organizes education activities inappropriately dressed for a certain occasion;
5. Paying no attention to clothing items, school accessories and equipment, during breaks in particular;
6. Damaging the school property as well as the property of other pupils and employees;
7. Abuse of doctor's sick notes;
8. Not showing a parent or guardian a report card in which a form teacher writes a pupil's achievement and corrective and disciplinary measures;
9. Smoking within the school premises and schoolyards;
10. Usage of mobile phones during classes, thus disturbing teaching process;
11. Being in corridors during classes;
12. Refusal of applying measures of protection and safety of pupils in the school, while doing work experience or being on excursion and outdoor teaching.

For minor violations of pupils' obligations the following corrective and disciplinary measures shall be pronounced:

1. A warning – up to 8 unexcused classes
2. An aggravated warning of the form teacher – from 9 – 15 unexcused classes
3. An aggravated warning of the Class Council – from 16 – 24 unexcused classes

A pupil's mark in conduct can be brought down because of a corrective measure. A mark in conduct is brought down to 4 if a pupil is reprimanded by the form teacher or to 3 if a pupil is reprimanded by the Class Council.

A pupil's behaviour is monitored and his/her mark in conduct can be made up when there are positive changes in his/her behaviour.

Article 103

More serious violations of pupils' responsibilities shall include:

1. Destruction, damage, hiding, taking out, corrections and additions to data in the records kept by the school or another organization or body;
2. Corrections or additions on notification in a public document issued by the school or a body, or in a document issued by another organization;
3. Destruction or theft of the school property, property of an enterprise, entrepreneur, another pupil or employee;
4. Encouraging, assisting and giving another pupil as well as using himself/herself alcohol, tobacco, narcotics or psychoactive substances;
5. Bringing to school or another organization weapons or other objects capable of jeopardizing or hurting another person;
6. Non-compliance with the pupil safety rules and measures;
7. Using mobile phones and other electronic devices for the purpose of violating the rights of others or cheating in the assessment procedure;
8. Unjustified absence from the school for more than 25 classes, more than 15 of which after the school has sent a written notice to a pupil's parent or guardian
9. Constant committing minor violations of obligations during the school year, on condition that the measures s stated in Paragraph 1 of Article 113 of the Law on the Fundamentals of the Education System have been taken.

For more serious violations of pupils' responsibilities as well as for the violation of the prohibition as stated in Articles 44 and 45 of the Law on the Fundamentals of the Education System, the following pedagogical and disciplinary measures shall be pronounced:

1. An aggravated warning of the Head teacher
2. An aggravated warning of the Teachers' Council

Article 104

For the committed violations as stated in Articles 44 and 45 of the Law on the Fundamentals of the Education System, the following pedagogical and disciplinary measures shall be pronounced:

1. An aggravated warning of the Head teacher or the Teachers' Council
2. Transfer of a pupil from the fifth to the eighth form to another primary school based on the decision of the Teachers' Council, with the approval of the pupil's parents or guardians.

When a pupil commits a violation as stated in Paragraph 1 of this Statute article, the school shall immediately notify the parents or guardians and involve him/her in a corresponding procedure.

Article 105

Pedagogical measures for minor violations of pupils' responsibilities shall be pronounced to a pupil prior to conducting a disciplinary procedure.

Prior to pronouncing minor violations of pupils' responsibilities, the school shall be obliged to undertake necessary activities as stated in Article 113, Paragraph 1 of the Law on the Fundamentals of the Education System.

Article 106

Pedagogical and disciplinary measures for more serious violation of pupils' obligations as well as for the violation of the prohibition as stated in Articles 44 and 45 of the Law on the Fundamentals of the Education System shall be pronounced to a pupil after a disciplinary procedure has been conducted.

A disciplinary procedure shall be urgent and shall be initiated based on the Head teacher's conclusion.

The provisions of the Law on the Fundamentals of the Education System, rules of general administrative procedure this field is regulated with, as well as the Rulebook of pupils' disciplinary and material responsibility shall be applied to the course, conducting and termination of a disciplinary procedure.

Article 107

A pupil, his/her parent or guardian shall be entitled to file a complaint to the School Board within 8 days of the receipt of the decision on the pupil's being held responsible and the pronounced measure, against the pronounced pedagogical and disciplinary measure for committing a more serious violation of pupils' responsibilities and the violation of the prohibition as stated in Articles 44 and 45 of the Law on the Fundamentals of the Education System.

The School Board shall decide on the complaint as stated in the previous Paragraph within 15 days from the day the complaint has been filed.

The complaint shall postpone the execution of the Head teacher's decision.

Article 108

A pedagogical and disciplinary measure shall be pronounced during the school year in which a violation of pupils' responsibilities has been committed.

Due to the pronounced measure, the pupil's mark in conduct shall be brought down, but the pupil's conduct shall still be monitored and the mark in conduct may be made up if positive changes arise.

Article 109

The material damage inflicted by a pupil intentionally or out of utter neglect in the school, shall be compensated by his/her parents or guardians.

TEACHERS AND EXPERT ASSOCIATES

Article 110

Teaching and other forms of educational work at school shall be performed by the teacher.

Expert work at school shall be performed by expert associates: the psychologist, the pedagogue and the librarian and depending on the school needs and its curriculum, the expert activities can be carried out by special education teacher, adult education teacher, social worker or a medical worker.

The requirements for performing the job of a teacher or expert associates, in terms of their level and type of education, traineeship, the acquisition of the teaching license or the constant professional advancement shall be prescribed by the Law on the Fundamentals of the Education System as well as the special Rule book prescribed by the Minister.

Article 111

The duty of a teacher shall be to enable, by using his/her professional knowledge, the advancement of the educational objectives and achievement standards, taking into consideration educational principles the prior knowledge, needs, interests and individual abilities of each child and pupil.

Assignments of Expert Associates

Article 112

The role of an expert associate shall be to, by using his/her professional knowledge and advisory work, improve the educational and pedagogical activities in the school, and offer professional help to pupils parents and teachers, in matters of importance for educational activities.

The work program of all expert associates shall be determined by the Minister.

Education of Teachers and Expert Associates

Article 113

The teachers' and the job of expert associates in the school can be performed by a person with an appropriate educational level prescribed by Article 8 of the Law on the Fundamentals of the Education System (The Official Gazette of RS No. 72/09, 52/11 and 55/13).

Terms of Employment of Teachers and Expert Associates

Article 114

A person shall be employed by an institution pursuant to conditions prescribed by the law and if:

1. He/she has adequate education;
2. He/she has psychological, physical and health capacities to work with pupils;
3. He/she has not been convicted of a crime and sentenced to at least three months in prison or who has been convicted of a crime such as domestic violence, removal of a minor, neglect and abuse of a minor or incest; of a crime of giving or receiving bribe; of a crime associated with sexual freedom, crime against communication in legal matters, against humanity and other matters enshrined in the international law, regardless of the measure taken, nor a person for whom it has been ascertained, in keeping with the law, that he/she had engaged in discriminatory behavior;
4. He/she is the citizen of the Republic of Serbia;
5. He/she is the speaker of the language in which the educational work is performed.

Proof of the fulfillment of the conditions stipulated in Paragraph 1 Items 1), 4) and 5) of this Article shall be submitted with the job application, while proof from Item 2) is submitted before signing the employment agreement.

Proof of fulfillment of the conditions in Paragraph 1 Item 3) of this Article shall be procured by the School.

The teacher or expert associate's employment shall be terminated if during employment it is ascertained that he/she does not meet conditions stipulated in Paragraph 1 of this Article or when he/she refuses to undergo a medical examination in a competent medical institution.

Conditions for the Work of Teachers and Expert Associates

Article 115

The work and activities of a teacher or an expert associate may be performed by a person with a professional license (hereinafter referred to as: the license).

A teacher, pre-school teacher and expert associate who holds a license may deliver individual program for working with children with disabilities if he/she has appropriate training pursuant to a program and in a manner as prescribed by the Minister.

Without the license, the work and activities of a teacher or an expert associate may be performed by:

1. An intern;
2. A person fulfilling conditions required for a teacher or an expert associate with years of service spent outside the institution, under conditions and in a manner envisaged for interns;
3. A person who is employed for a limited period of time as a replacement for a full-time employee;
4. A pedagogical assistant and assistant teacher.

The person as stipulated in Paragraph 2, Item 1) to 3) of this Article may perform the work and activities of a teacher or an expert associate without being licensed for a period up to two years from the day of inception of employment with the school.

A Teacher or an Expert Associate – Intern Teacher

Article 116

An intern teacher shall be a person who is for the first time employed in that capacity by the school, either on permanent or temporary basis either as a full-time or part-time employee and is undergoing a training and learning in order to become independent in performing his/her duties and obligations as a teacher by mastering work induction program and by passing the licensing exam.

The internship shall last for two years at the most from the day of the inception of employment.

During the internship and for the purpose of mastering the work induction program for teachers, pre-school teacher and psychologist/pedagogue, the instruction shall appoint a mentor to the intern.

During the first three months of the on-job training period the trainee teacher works under immediate surveillance of a teacher who owns a license, assigned by the mentor.

For the first three months of his/her internship the internship teacher or pre-school teacher shall work under direct supervision of a licensed teacher appointed by his/her mentor.

An intern who successfully completes the work induction program for a teacher, pre-school teacher and psychologist/pedagogue, shall be entitled to sit for the license exam after completing one year of service.

The employment of an intern working on permanent basis, who has not passed the license exam within a period of two years from the inception of employment, shall be terminated.

An intern working on temporary basis shall cease to have the status of an intern once he/she has passed the license exam while the employment shall be terminated upon the expiry of the employment period.

The method and conditions for performing the work and activities of a teacher or expert associate by an intern shall be regulated by the Law on the Fundamentals of the Education System.

License Issuing

Article 117

A teacher, pre-school teacher, psychologist/pedagogue and intern having education as prescribed by the Law on the Fundamentals of the Education System, having completed work induction program for a teacher, pre-school teacher and psychologist/pedagogue as well as having successfully passed the license exam shall be entitled to have a license issued to him/her. The right from Paragraph 1 of this Article shall be exercised at the personal request.

The Ministry shall be obliged to, within 60 days from the date of passing the license exam, issue the license to the person who fulfills the conditions from Paragraph 1 of this Article.

License Suspension

Article 118

The license may be suspended during its validity period.

The license shall be suspended for a period of six months to a teacher, pre-school teacher and psychologist/pedagogue whose employment has been terminated due to a measure imposed as a result of a violation of his/her work obligations as stipulated in Article 141 Items 1) to 7) of the Law on the Fundamentals of the Education System.

The suspension shall start from the first day after the termination of employment.

During the period of license suspension the teacher or expert associate shall not be entitled to work in the institution.

The institution shall be obliged to submit to the Ministry the notification on the license suspension to a teacher or expert associate immediately and no later than three days following the suspension.

The license shall be suspended to a teacher or expert associate on the basis of the findings of an education advisor, as stipulated by the Law on the Fundamentals of the Education System.

The teacher or expert associate shall be entitled to file a complaint to the Minister against the report of the education advisor within eight days from the date of the receipt of the report.

The Minister shall pass the official decision on the suspension within 30 days from the day the complaint has been filed, and if the complaint has not been filed – this official decision shall be taken within eight days from the expiry of the deadline for submitting the complaints.

The Minister's decision on the license suspension shall be final in the administrative procedure.

The teacher or expert associate whose license has been terminated for reasons stated in Paragraph 6 of this Article, shall be eligible for the termination of license suspension if he/she again successfully passes the license exam within a period of six months at the most from the day the minister's decision has been received. If, however, he/she fails to do so, his/her employment shall be terminated.

License Termination

Article 119

The license shall be terminated to a teacher or expert associate:

1. He/she has not been convicted of a crime and sentenced to at least three months in prison or who has been convicted of a crime such as domestic violence, removal of a minor, neglect and abuse of a minor or incest; of a crime of giving or receiving bribe; of a crime associated with sexual freedom, crime against communication in legal matters, against humanity and other matters enshrined in the international law, regardless of the measure taken, nor a person for whom it has been ascertained, in keeping with the law, that he/she had engaged in discriminatory behaviour;
2. Whose employment has been terminated for the violation of the prohibition as stipulated in Articles 44 to 46 of the Law on the Fundamentals of the Education System.
3. Who has his/her license suspended previously as stipulated in Article 127 of the Law on the Fundamentals of the Education System, and reasons sufficient for a new suspension have emerged.

The license shall be deemed as terminated on the following day after the employment of the teacher or expert associate.

The Minister's official decision on the license termination shall be final in the administrative procedure.

The person who had his/her license terminated shall not be eligible for a new license nor shall he/she be able to work in an educational institution.

The school shall be obliged to return immediately the terminated license to the Ministry, and also to forward the Ministry the final decision on the termination of the labour contract as proof of the reason for the license termination.

The Minister's decision on taking away the license shall be final in the administrative procedure.

Professional Development and the Title of a Teacher or an Expert Associate

Article 120

A teacher or expert associate, either licensed or non-licensed, shall be obliged to continuously work on his/her skills and knowledge development for the purpose of enhancing and improving his/her work performance.

In the course of his/her competence improvement a teacher or expert associate may advance professionally by acquiring a title such as: pedagogical advisor, independent pedagogical advisor, higher pedagogical advisor and senior advisor.

A teacher or expert associate shall be entitled to a salary increase for the acquired knowledge.

A teacher or expert associate shall be entitled to a three day leave from an institution per annum for the purpose of attending the chosen type, form and content of professional development. The absence schedule of teachers or psychologists/pedagogues for the purpose of professional development shall be determined by teachers' conference.

The professional development plan in conformity with the priorities of the Institution shall be adopted by the Managing body.

The Minister shall prescribe the priority areas for a three year period, forms of professional development, program and a manner of organization of continuing competence improvement, conditions, bodies in charge of deciding on the procedure of title acquisition and advancement, title acquisition during professional development of teachers and expert associates as well as the certificate form proving the completion of required programs as well as other issues of significance for competence improvement.

Employment based on Announcing Job Vacancy

Article 121

The employment in the school shall be performed by taking over an employee from an institution whose founder is the Republic, autonomous province or a unit of self-government or by an open competition.

The full-time employment based on an open competition can be performed in case when the takeover of an employee was not possible.

The Head teacher shall announce the open competition and choose among the candidates for employment.

The procedure, method and deadlines for the choice of teachers or expert associates to be employed on the basis of an open competition shall be prescribed by the Law on the Fundamentals of the Education System.

Article 122

An employee who is employed in the Institution full-time and has become unassigned or has the status of a part-time employee, shall be entitled to be taken over by another school by being put on a list of employees eligible for a takeover.

The list from Paragraph 1 of this Article shall be finalized until 15th August for each following school year, within the school administration office for each local self-government units and based on the application made by the institution on employees entitled to be taken over by another institution.

The right to be taken over shall be exercised by means of a contract subject to the consent of the employee.

Institutions can also perform mutual takeover of full-time employees for an appropriate work post, by previously signing a takeover contract with the consent of the employee, in case when the difference in the percentage of their engagement is less than 20%.

The employee who is being taken over by another institution must meet all the requirements stipulated for the job he/she is taken over.

Temporary Employment

Article 123

The school shall be entitled to temporarily employ a person without prior publicly announced job vacancy:

1. As a substitute of an absent employee for a period up to 60 days;

2. Until a final decision on the choice of a candidate through a publicly announced job vacancy has been reached;
3. Until the choice of a candidate has been made – in cases no candidate has applied or none of the candidates who applied met the necessary criteria until the end of the school year.
4. For delivering religious instructions.

The list of Religious education teachers, at the proposal of traditional churches and religious communities shall be determined by the Minister.

A traditional church or a religious community shall select each year the Religious teacher from the list and have him/her presented to the school.

The Religious teacher shall sign with the particular school a 12 month work contract for each school year.

Pursuant to a publicly announced job vacancy the institution shall temporarily employ:

1. A person as an intern;
2. A person as a pedagogical assistant.

Temporary employment cannot become permanent employment.

Trial Period

Article 124

The school may contract a licensed teacher or expert associate for a trial period and he/she shall then be employed for an indefinite period of time.

As an exception to Paragraph 1 of this Article the trial period may be contracted in case of temporary employment for a period exceeding one year.

The trial period shall be determined by the work contract and shall not exceed a period of six months.

Contracting trial work with a teacher or expert associate shall be regulated by provisions of the Law of the Fundamentals of Education System.

Contract on Performing Teaching Activities

Article 125

The Head teacher may sign a contract on performing teaching activities or administering exams for 30% of the full working hours at the most, with a person employed in another institution or working for another employer, as stipulated by the Law of the Fundamentals of Education System.

Teaching Load of Teachers and Expert Associates

Article 126

Within weekly full-time working hours during a week:

1. A teacher shall deliver teaching activities in the amount of 20 classes plus 4 classes of other forms of immediate educational and pedagogical activities with pupils (remedial, extra, individualized, preparatory activities and other forms of activities in conformity with the pertaining law) – in the amount of 60% of the full working hours, while the hands-on instructor shall account for 26 working hours;
2. Expert associate in the Institution shall perform all forms of work with children and pupils, teachers, pedagogical assistant, other associates, parents or guardians of children and pupils – accounting for 75% of the working hours;

The structure and schedule of obligations of teachers and expert associates within a working week shall be prescribed by the Annual work plan.

The structure and schedule of teachers' obligations in respect to all forms of work with pupils may be scheduled in such a manner so as to be different for each week.

The Minister shall prescribe the norm for each and every form of direct work with children and pupils and other forms of teacher's and expert teacher's within the week's full working hours as well as on annual basis and the number of hours of the educational and pedagogical work which can additionally be allocated to other workers.

In case when the school is unable to provide an expert person for not more than six teaching classes per week for a certain subject, it can allocate these classes to teachers of that subject, until not longer than the end of the school year, and this work shall be considered work over full workload.

Part-Time and Full-Time Working Hours

Article 127

For each school year the Head teacher shall issue to a teacher or expert associate an official decision detailing his/her status in respect of the working hours – full-time

working hours or part-time working hours, based on the education program the Annual work plan and scheduling of classes.

A teacher or expert associate allocated for a portion of the prescribed norm of all norms of direct work with children and pupils shall have the status of an employee with part-time working hours.

A teacher or expert associate, who has not been allocated a job position, shall exercise the same rights as a redundant employee in a company, in accordance with the law.

Vacations and Absences

Article 128

Employees working in the school shall be entitled to a vacation time and absences pursuant to general regulations governing issues pertaining to labour, general document or labour contract.

Employees working in a school shall typically utilize their vacation time during school holidays.

Article 129

Teachers and expert associates shall exercise their right to go on strike on condition they provide the minimum work process.

The minimum work process for a teacher shall be the delivery of compulsory teaching lasting 30 minutes per class within the daily timetable of classes and exams, and for an expert associate 20 working hours per week.

Against a teacher or expert associate who takes part in a strike contrary to the provision as stated in Paragraph 2 of this Article, the Head teacher shall initiate a disciplinary procedure.

The measure of employment termination shall be pronounced to a teacher or expert associate for the violation of his/her duties as stated in Paragraph 2 of this Article.

Responsibilities of Employees

Article 130

An employee may be held responsible for:

1. A minor violation of the work obligation as stipulated by this Statute;
2. A more serious violation of the work obligation prescribed by the Law on the Fundamentals of the Education System;
3. A violation of a prohibition prescribed by the Law on the Fundamentals of the Education System;
4. Material damage he/she has inflicted on the institution, either intentionally or out of sheer negligence, in accordance with the law.

Removal from the Work Place

Article 131

An employee shall be removed from his/her work place due to a violation of prohibition as stated in Articles 44, 45 and 46 of the Law on the Fundamentals of the Education System and due to a more serious violation of the work obligation as stated in Article 141, Items 1) to 5) and Items 10) to 16) of the same law, until the conclusion of the disciplinary procedure.

A teacher or expert associate whose license has been suspended based on Article 127, Paragraphs 5 and 6 of the Law on the Fundamentals of the Education System, shall be temporarily removed from the educational and pedagogical work and setting until the license suspension has been terminated.

Should the Head teacher fail to remove an employee from work, the Managing body shall be obliged to take a decision on the removal from the school.

More Serious Violation of Work Obligations

Article 132

More serious violations of work obligations of a person employed in the school are defined in Article 141 of the Law on the Fundamentals of the Education System.

Article 133

More serious violations of work obligations of the school employees shall include:

1. Not coming to work on time and leaving work before the end of working hours or unexcused absence from work when presence is obligatory;
2. Negligence in keeping official documents or data;
3. Unexcused absence from work for one working day;
4. Not notifying about omissions in connection with safety at work;
5. Concealing material damage;
6. Irregular keeping of records of work;
7. Performing private business during work hours;
8. Unjustified reasons of the employee to notify about being unable to come to work during 24 hours;
9. Improper behavior with other employees (quarrelling, insulting and the like)
10. Violation of smoking prohibition in the closed part of premises where educational process is realized and also in the schoolyard in conformity with the provisions of the Law on the Protection from Exposure to Tobacco Smoke;

Disciplinary Procedure

Article 134

The Head teacher shall launch and conduct a disciplinary procedure, take a decision and order a measure against an employee in the course of the disciplinary procedure.

The procedure, the method of the procedure implementation, decision making, deadlines, obsolescence of the procedure shall be performed as stipulated by the provisions of the Law on the Fundamentals of the Education System, Rulebook on Disciplinary and Material Responsibility of the employed in "Dimitrije Todorović-Kaplar" Primary School in Knjaževac.

Disciplinary Measures

Article 135

Measures imposed for the violation of the work obligation shall be:

1. Termination of employment;
2. A fine.

The employment of an employee who has committed a violation of the prohibition prescribed by Articles 44 to 46 of the Law on the Fundamentals of the

Education System, shall be terminated once the decision of the Head teacher becomes final and his/her license shall be terminated.

The measure of termination of employment shall also be imposed on an employee for a more serious violation of the work obligation as stated in Article 141, Items 8) to 17) of the Law on the Fundamentals of the Education System if it had been premeditated or committed out of conscious and sheer negligence and if no extenuating circumstances in favour of the employee have been established.

A fine shall be in the amount of 20 up to 35% of the employee's salary for the month when the decision has been made for duration of three to six months.

Termination of Employment

Article 136

The employee's employment in the school shall be terminated in conformity with the law and on the basis of the Head teacher's official decision.

A teacher's or expert associate's employment shall be terminated at the end of the school year in which he/she has completed 40 years of service or 65 years of age and at least 15 years of paid insurance.

Legal Protection of Employees

Article 137

An employee shall be entitled to file a complaint to the Managing body against a decision on the exercise of rights, obligations and responsibilities within a period of eight days from the day the Head teacher's official decision has been submitted.

The Managing body shall be obliged to take a decision on the complaint within 15 days from the day the complaint has been filed.

The managing body shall reject the complaint by means of an official decision if the complaint is untimely, inadmissible or launched by an unauthorized person.

If the Managing Body establishes that in the first instance procedure the decisive facts have been incompletely or erroneously established, that the rules of procedure having impact on the resolution of the matter have not been abided by during the procedure or that the justification of the contested complaint is unclear or contrary to the

explanation, it shall declare the first instance decision null and void by its decision and return the case to the Head teacher for a new procedure.

The employee shall be entitled to file a complaint against the new decision.

Should the Managing body fail to decide on the complaint or should the employee be dissatisfied with the second instance decision, he/she can appeal to the competent court within 15 days from the expiry date for the passing of the official decision or from the day the decision has been submitted.

Cooperation with Parents

Article 138

In order to consider questions of common interest for the work of the school and pupils, as well as other matters vital for the realization of educational and pedagogical tasks, the school shall organize a permanent cooperation with the pupils' parents or guardians.

Article 139

Cooperation with parents shall be realized through contacts of the school employees, especially teachers and expert associates with the pupils' parents, with the participation of the pupils' parents in the work and activities of the school bodies and during parent-teacher sessions and work with of the Parents' Council.

The school employees shall be obliged to respect the personality of parents, to behave correctly and maintain their reputation as well as the good reputation of the school.

Article 140

Should a parent does not show necessary interest for the intellectual and educational development of his/her child, the school shall be obliged to notify a parent in the written form through a form teacher and invite him/her to make an agreement on the measures for prospective improvement of achievement and behavior of the pupil.

In case the parent after being sent the written invitation by the form teacher does not cooperate, the school shall be obliged to notify the competent custody body, if it

concludes that the development of the pupil is obviously directed in a negative way and that the child needs professional help.

Article 141

Parent-teacher sessions shall be convened, prepared and chaired by the form teacher.

The form teacher shall be obliged to, at least for times during the school year, in a timely and appropriate manner to notify the parents about the achievements of the pupils, the pupils' progress, motivation to learn and make progress, conduct and other issues of significance for the educational and pedagogical work.

When necessary, the form teacher may organize more parent-teacher sessions during the school year.

When the parent or guardian does not come to parent-teacher sessions and individual meetings, the form teacher shall be obliged to notify him/her in written form about the pupil's achievement and marks, possible problems and absences of the pupil and consequences of the pupil's absence from classes.

Article 142

When the form teacher violates a provision of this Statute by not convening a parent-teacher session, the parents shall be entitled to demand an exceptional parent-teacher session.

In the case as stated in Paragraph 1 of this Article, a collective written demand of 1/3 of pupils' parents of the same class section shall be sufficient.

Article 143

Parents attending parent-teacher sessions discuss the achievement of their children and class section and they get a notification about the achievement of the school as a whole, offering their help for creating optimal conditions for the realization of the educational and pedagogical work and activities, they give proposals, suggestions and recommendations for improving the achievement of pupils and overall work of the school.

Article 144

Parents, pupils and teachers who deliver the educational and pedagogical work and activities in a class, when it is necessary and at least twice during the school year, shall discuss together and agree about the matters of the realization of the program of

the educational and pedagogical work and activities and give their opinions and proposals to the managing body, professional bodies and the Head teacher who are obliged to consider them, take their attitude and subsequently notify the pupils and their parents.

SCHOOL MANAGEMENT AND ADMINISTRATION

Article 145

The school shall be managed by the Head teacher.

The School Board shall be the school Managing body.

The school shall have the Parents' Council as an advisory body.

The Head Teacher

Article 146

The Head teacher shall manage the school operations.

The Head teacher shall be held accountable for the legality of operations and successful performance of the school.

He Head teacher shall be accountable for his/her work to the School Board and to the Minister.

Article 147

The conditions that the person who performs the duties of the Head teacher has to fulfill the procedure to be elected Head teacher, as well as the competence and responsibilities of the Head teacher and acting Head teacher shall be regulated by provisions from Articles 59 to 62 of the Law on the Fundamentals of the Education System.

Termination of Duties of the Head Teacher

Article 148

The duties of the Head teacher shall cease due to: mandate expiry, personal request, if conditions for the employment status to be put on hold or for the termination of employment emerge or relieving him/her of his/her duties. The decision on the termination of the Head teacher's duties and obligations shall be made by the Managing body.

The procedure and conditions when the Managing body relieves the Head teacher are prescribed by the provisions of Article 63 of the Law on the Fundamentals of the Education System.

Rights of the Head Teacher Following the Termination of Duties

Article 149

The Head teacher whose second or any other following mandates have expired or who has been relieved of duty at personal request, shall be assigned to a job corresponding to the level and type of his/her education.

If no job position is available in that or another institution, the person as stated in Paragraph 1 of this Article, shall have the same rights as the person whose services are no longer necessary, in accordance with the law.

The employment of the Head teacher who has been relieved of duty and responsibilities pursuant to Article 63, Paragraphs 3 and 4 of this Statute, shall be terminated and he/she shall not be entitled to a severance pay.

The employment of the head teacher who has been relieved of duty during his/her second or any of the following mandates without having his/her employment terminated, and who cannot be assigned to a job corresponding to his/her level of education, shall be terminated and he/she shall be entitled to a severance pay in accordance with the law.

The Acting Head Teacher

Article 150

A teacher, pre-school teacher or expert associate may be appointed acting Head teacher for a period of six months at the most.

The acting Head teacher shall be appointed by the Managing body until a new Head teacher has been appointed, if his/her mandate has expired but a new open competition has not been publicly announced or the Managing body has not made a

decision on the appointment or the Minister has passed an official decision denying approval of the Managing body's decision.

The acting Head teacher shall be appointed by the Minister should the Managing body fail to appoint the acting Head teacher in cases as stated in Paragraph 1 of this Article or if they have not made a decision after a new publicly announced open competition, within a period of seven days from the day reasons for the appointment have been communicated.

A person who has not been granted approval in the head teacher appointment process shall not be appointed as the acting Head teacher of the school.

The employment status of the acting Head teacher in the institution from which he/she has been appointed shall be put on hold while performing these duties and responsibilities.

The rights, obligations and responsibilities of the head teacher shall apply to the acting head teacher.

The Assistant to the Head Teacher

Article 151

The school may have the Assistant to the Head teacher in accordance with the regulations governing the criteria and standards for the institution funding.

A teacher or expert associate with established professional reputation and experience in the institution shall be appointed Assistant to the Head teacher for each school or working year by an official decision issued by the Head teacher.

The Assistant to the Head teacher shall organize, manage and be held accountable for the pedagogical work and activities of the institution: he/she shall coordinate the work and activities of expert teams and other expert bodies of the institution and shall perform other work in accordance with the Statute.

The Assistant to the Head teacher shall be obliged to perform the work and activities of a teacher, pre-school teacher or psychologist/pedagogue pursuant to the decision of the Head teacher.

Article 152

The Assistant to the Head teacher shall help the Head teacher in performing his/her duties, particularly in the following:

1. Helping the Head teacher in instructive and pedagogical activities;
2. Taking care of the implementation and adhering to the house rules;
3. Organizing collecting and processing materials and reports in the fields of teaching and education;
4. Organizing and monitoring permanent keeping pedagogical and school documentation;
5. Organizing replacements for absent teachers;
6. Organizing and monitoring the work of extracurricular pupils' activities;
7. Organizing and monitoring the cooperation with the pupils' parents;
8. Organizing and arranging the work on the aesthetic appearance of the school;
9. When necessary, organizing reports and analyses;
10. Organizing and monitoring the work of the school canteen;
11. Organizing and monitoring the work of the school library;
12. Organizing and monitoring cultural and public activities of the school;
13. Organizing and monitoring the way various competitions are carried out;
14. Working on his/her professional and pedagogical education;
15. Taking part in the work of the school administrative bodies and, when necessary, in the School Board;
16. Keeping record of the absence of the teaching staff;
17. Performing other duties entrusted to him/her by the Head teacher.

THE MANAGING BODY

Article 153

The Managing body in the school shall be the School Board.

The Managing body shall have nine members including the chairperson.

The chairperson and other members of the managing body shall be appointed and relieved by the assembly of the local self-government unit.

The Managing body of the school shall consist of three representatives from each group: the employees, parents and local self-government unit.

The members of the Managing body elected among the employees shall be proposed by the Teachers' Council, whereas those elected among the Parents' Council after conducting a secret ballot.

For a member of the Managing body cannot be proposed or appointed the following persons:

1. A person who has been convicted of a crime and sentenced to at least three month in prison or who has been convicted of a crime such as domestic violence, removal of a minor, neglect and abuse of a minor or incest; of a crime or giving or receiving bribe, of a crime associated with sexual freedom, crime against communication in legal matters, against humanity and other matters enshrined in the international law, regardless of the measure taken, nor a person for whom it has been ascertained, in keeping with the law, that he/she has engaged in discriminatory behavior;
2. A person who might stand for the interest if a higher instance, except the syndicate;
3. Whose business, duty or function are incompatible with the duties of the Managing body;
4. Who has already been appointed member of a managing body in another institution;
5. Who has been appointed Head teacher in another institution;
6. In other cases as stipulated by the law;

The assembly of the unit of local self-government shall decide on the proposal of the authorized mover by passing an official decision.

The Mandate of the Managing Body

Article 154

The members of the School Board shall be appointed for a four-year period.

The procedure to appoint the Managing body members shall be initiated at the latest two months before the expiry of the mandate of the previously appointed Managing body members.

The unit of local self-government shall relieve of duties, before the expiry of the mandate, certain members, including the chairperson or the Managing body of the school, at personal request of a member as well as if:

1. The Managing body passes illegal decisions or if it fails to pass those decisions it is obliged to pass pursuant to the law and the Statute;
2. A Managing body member prevents the operation of the Managing body by unexcused absences or unconscientious work;
3. Irregularities are found in the course of the revision of the appointment documents;
4. The authorized mover launches an initiative to review a member of the Managing body of his/her duties to the change in the basis for his/her appointment;
5. A condition as stated in Article 54, Paragraph 11 of the Law on the Fundamentals of the Education System comes into being.

Should the Ministry ascertain irregularities in the appointment procedure or the process of relieving the Managing body of its duties, the assembly of the unit of local self-government shall be obliged to eliminate the ascertained irregularities immediately or within 15 days at the latest from the day the official document imposing the measure has been submitted.

Interim School Board

Article 155

The Minister shall appoint the interim School Board when the unit of local self-government fails to appoint it before the expiry of the mandate of the previously appointed members of the School Board.

The mandate of the interim School Board shall last until the appointment of a new one.

The Scope of Competence of the School Board

Article 156

The competence of the School Board shall be prescribed by the provisions of Article 57 of the Law on the Fundamentals of the Education System.

Article 157

The School Board shall make decisions by majority vote of the overall number of its members.

The School Board may hold sessions and make decisions only if the majority of the total number of members is present.

The School Board shall make decisions by the majority of votes of the total number of members.

Article 158

The School Board sessions shall be open to public.

Public may be excluded only in cases stipulated by the law, school statutory provisions another general documents.

Representatives of the Pupils' Parliament and Labour Union shall participate and take part in the sessions of the School Board with no right to vote.

Article 159

The manner of operation of the School Board shall be stipulated by the School Board operating procedure book.

Article 160

The School Board may temporarily or permanently create its subsidiary bodies (commissions, work groups and the like).

The structure of the subsidiary bodies, its competence and the time limits to perform its duties shall be stipulated by the decision to create the subsidiary body.

The subsidiary bodies cannot be entitled to make decisions nor can they be entitled to decide by the Managing body.

The subsidiary bodies shall help the Managing body which created them in its work.

THE PARENTS' COUNCIL

Article 161

The school shall have the Parents' Council as an advisory body.

The Parents' Council shall consist of one parent from each class section.

Article 162

The Parents' Council, among its members, shall elect the chairperson and the assistant to the chairperson at the first session along with the verification of the mandate of the elected members.

The Parents' Council, among its members, shall elect three parents who will be its representatives in the School Board.

The election of the chairperson, the assistant to the chairperson shall be performed by public balloting.

The candidates for which the majority of the total number of members of the Parents' Council has voted shall be considered elected.

The chairperson and the assistant to the chairperson shall be elected for a two-year period.

Article 163

The chairperson of the Parents' Council shall be held responsible for his/her work to the Parents' Council.

The chairperson of the Parents' Council may submit his resignation in case he/she is incapable of performing his/her duties or carry out the decisions which have been made.

Should the chairperson does not perform his/her duties successfully, the Parents' Council may revoke him/her.

The decision, on the acceptance of the resignation or on the revocation, shall be reached by public ballot with the majority of the total number of the members of the Parents' Council.

The provisions as stated in Paragraphs 1 to 4 of this section shall be equally applicable to the assistant to the chairperson of the Parents' Council.

Article 164

The Parents' Council shall perform its duties within the scope of its competence at sessions.

The Parents' Council sessions shall be open to the public and may be attended by other parents and teachers.

The chairperson of the Parents' Council shall convene and chair Parents' Council sessions.

The chairperson shall convene sessions in writing but, in case of an emergency, he/she may convene a session in some other convenient manner.

Article 165

The Head teacher and the assistant to the Head teacher shall help the chairperson with the organization of sessions.

The minutes shall be kept during Parents' Council sessions.

The minutes shall be notarized by the chairperson and the recording secretary.

Article 166

All members shall be obliged to attend Parents' Council sessions.

Should they be unable to attend, the members of the Parents' Council shall be obliged to notify the school duly.

Article 167

Conclusions made at Parents' Council sessions shall be announced on the bulletin board not later than 5 days after a session.

The chairperson of the Parents' Council shall take care of the realization of the decisions made.

Article 168

In order to perform duties within its scope of competence, the Parents' Council can form permanent or temporary committees.

Upon the decision on the formation of a committee, the Parents' Council shall establish the structure of the committee, its duties and deadlines for their implementation.

Article 169

The competences of the Parents' Council shall be stipulated by the provisions of Article 58 of the Law on the Fundamentals of the Education System.

The Parents' Council shall forward its proposals, questions and attitudes to the Managing body and professional bodies of the school.

The manner of operation of the Parents' Council shall be stipulated by the Council rules of procedure.

Expert Bodies of the School

Article 170

The expert bodies of the school shall include: the Teachers' Council, the Class Council, the Homeroom Teachers' Council, the Expert Group by School Subjects, the Development Planning and School Program Planning Expert Group, First Cycle of Education Teachers' Expert Council and other expert groups and teams in accordance with this Statute.

The Teachers' Council shall consist of teachers and expert associates.

The Class Council shall consist of teachers who deliver teaching activities in a particular form.

The Homeroom Teachers' Council shall include all teachers delivering educational work and activities in the first cycle of education.

The First Cycle of Education Teachers' Expert Group shall include teachers delivering class teaching educational work and activities in the first cycle of education.

The Expert Group by School Subjects shall include teachers delivering teaching in subjects of similar contents.

The Development Planning Expert Group shall include representatives of teachers, expert associates, unit of local self-government, the Pupils' Parliament and the Parents' Council. The Development Planning Expert Group shall be appointed by the Managing body.

The School Program Planning Expert Group shall include representative of teachers and expert associates. The School Planning Expert Group members shall be appointed by the Teachers' Council.

The Head teacher shall establish a team for the implementation of certain tasks, programs or projects. The team may include the representatives of employees, parents, unit of local self-government, or experts in certain areas.

The Head teacher shall establish an expert team for inclusive education in those schools delivering education to children with developmental disabilities.

The Pedagogical Expert Group shall include chairpersons of expert councils and expert groups and a representative of psychologists/pedagogues.

The Pedagogical Expert Group shall review issues and issue opinions pertaining to the work and activities of the Head teacher as stated in Article 62, Paragraph 3, Items 1) to 3) and Items 5) to 7) of the Law on the Fundamentals of the Education System.

The Pedagogical Expert Group shall be chaired and managed by the Head teacher or assistant to the Head teacher, while the Class Council shall be chaired and managed by a form teacher.

The representatives of the Pupils' Parliament may be present at sessions of the school's expert bodies but without a right to make decisions.

The Scope of Competence of Expert Bodies

Article 171

Expert bodies, teams and pedagogical expert groups shall be in charge of ensuring and improving the quality of work and activities of education institutions; monitor the delivery of educational and pedagogical programs; attainment of objectives and achievement standards; evaluating the performance of teachers and other associates; monitoring and determining the results achieved by children, pupils and adults in the education process and dealing with other expert issues pertaining to the educational and pedagogical work and activities.

The Teachers' Council

Article 172

The Teachers' Council shall perform the following duties:

- Establishing the proposal for the annual program of educational and pedagogical work and activities and supervise its successful delivery;

- Supervising the organization of the teaching process;
- Working out and deliver the school curriculum;
- Taking part in the process of preparation and implementation of the practical training curriculum, productive work and professional training and modernize them;
- Determining and approve of the teachers' timetable;
- Discussing overall results of educational and teaching work and activities and decide on the measures for its improvement, especially the improvement of pupils' achievement;
- Making decisions on the allocation of forms into class sections, on the number of pupils in a particular class section and the distribution of classes among the teachers;
- Appointing form teachers;
- Proposing the schedule for the teachers' and expert associates' obligations in performing certain tasks;
- Cooperating with parents and give them professional help aimed at achieving the unique educational activity of the school and the family;
- Establishing the proposal for the realization of excursions, outdoor teaching, summer camps, winter camps and add it to the Annual School Curriculum;
- Permitting pupils' absence from school;
- Proposing the members of the examination panel and discuss the reports on the examinations;
- Giving certificates of merit and reward and makes decisions on the corrective measures;
- Considering and evaluating the work of the Class Councils, the form teachers and the professional departments as well as of the teachers and expert associates;
- Proposing a plan for professional development of teachers and associates and taking care of the implementation of the plan, on the initiative of the expert bodies and the Class Council;
- Proposing the appointment of mentors to work with trainee teachers;
- Giving opinion and making suggestions on professional school matters (the school curricula and syllabi, textbooks etc);
- Proposing measures to be taken to improve the material condition of the school for the sake of better delivery of educational work;
- Performing other duties by the law and this Statute, as well as tasks given by the Managing body and the Head teacher for the improvement of educational and pedagogical work and activities.

At the beginning of the school year, the Teachers' Council shall establish its working plan which shall be part of the school Annual work plan.

The manner of the Teachers' Council operation shall be defined in more details by the Rules of Procedure book.

Article 173

The Teachers' Council shall perform its activities in sessions and decisions shall be made by the majority of vote, except in cases when it is regulated in some other manner by the law and this Statute.

When the Teachers' Council puts to a vote three representatives for the School Board, the vote shall be secret and the representatives shall be those three candidates who get the majority of votes from the present members of the Teachers' Council.

When the Teachers' Council, at an extended session, gives its opinion on the applicants for the school Head teacher's position opening, the vote is secret and the proposed candidate is the one who receives the most votes of the present at the extended session of the teachers' Council.

The Teachers' Council may make decisions on the agenda items if there is a simple majority of the members of the Teachers' Council at the session.

When there is no simple majority at a Teachers' Council session, the Head teacher shall be obliged to schedule another session with the same agenda with a time limit of three days.

The Class Council

Article 174

The Class Council shall consist of teachers and expert associates who deliver educational and pedagogical activities in one class section.

The Class Council shall be chaired by the form teacher.

The Class Council shall work in sessions.

The Class Council sessions shall be convened once a month.

The Class Council may make decisions when the majority of the Class Council members are present at a session, and decisions shall be made by the majority of the total number of members' vote.

Should there be less than a half of the total number of members of the Class Council present at a session, the session shall be adjourned and a new one shall be convened within three days.

Article 175

Within the scope of its educational, pedagogical and organizational issues, the Class Council shall:

- Coordinate the work and activities of all the teachers and associates who teach in a class section;
- Discuss teaching, extracurricular activities of the pupils and other forms of educational and pedagogical work and activities, discuss pupils' work and achievement and take measures to improve teaching and raise the grade-point average and behavior of pupils;
- Fix the schedule of the written tests in a class section;
- Cooperate with parents pertaining to educational and pedagogical tasks;
- Propose plans for visits, picnics and excursions of pupils and teachers to the Teachers' Council;
- Discuss questions raised at parent-teacher sessions of a class section;
- Set proposals for the professional development of teachers and associates;
- Be acquainted with the living and working conditions of the pupils and propose measures for their improvement to the Teachers' Council;
- Praise pupils and pronounce corrective measures;
- Perform other duties by order of the Teachers' Council and the Head teacher.

The Homeroom Teachers' Council

Article 176

The Homeroom Teachers' Council shall consist of all teachers who deliver teaching in the first cycle of primary education.

The Homeroom Teachers' Council shall be held responsible for its work to the Teachers' Council.

Article 177

The First Cycle of Education Teachers' Expert Council shall:

1. Coordinate the activity plan and delivery of all forms of educational and pedagogical work and activities in class sections;
2. Standardize criteria for the evaluation and corrective and disciplinary measures to pupils;
3. Propose teaching aids and professional literature to be used in teaching work and activities;
4. Propose praises and awards for pupils;
5. Performs other expert tasks resulting from the need for more coordinated work and activities of teachers teaching in the first cycle of primary education.

The Expert Group of School Subjects

Article 178

Teachers of the same subject or two or more related ones shall compose the Expert Group by School Subject.

The Expert Group by School Subject shall operate in sessions.

The work and activities of the Expert Group by School Subject shall be coordinated by its chairperson elected by the teachers and appointed by the Teachers' Council.

The Expert Group by School Subject shall make its activity plan for each school year, based on the obligations resulting from the school work plan for the delivery of the school curriculum.

The work and activities of the Expert Group by School Subject shall be kept in the minutes and handed over to the assistant to the Head teacher.

The Expert Group by School Subject shall be held responsible for its work and activities to the Teachers' Council.

The First Cycle of Education Teachers' Expert Body

Article 179

The First Cycle of Education Teachers' Expert Body shall consist of teachers delivering class teaching work and activities in the first cycle of education.

The First Cycle of Education Teachers' Expert Body shall be held responsible for its work and activities to the Teachers' Council.

The Development Planning Expert Group

Article 180

The Development Planning Expert Group shall include representatives of teachers, expert associates, the unit of local self-government, the Pupils' Parliament and the Parents' Council appointed by the Managing body.

The Development Planning Expert Group shall make proposals for the school development plan which contains priorities for the delivery of educational and pedagogical work and activities, propose the plan and its implementers, criteria and standards for the evaluation of planned activities and other issues of importance for the school.

The School Program Planning Group

Article 181

The School Program Planning Group shall perform the following activities:

- Preparing and making the school program together with other professional bodies;
- Monitoring the innovations in education work and taking care of the implementation of objectives and standards of achievement;
- Monitoring the delivery of the educational and pedagogical program;
- Monitoring pupils' progress and evaluating the results of pupils, teachers and associates;
- Proposing elective and optional subjects;
- Proposing the methodical concept of work;
- Proposing and monitoring professional development;

- Notifying all factors about the realization of the school program process.

Article 182

The objectives of the expert bodies shall be:

- Discussing professional matters and proposing necessary measures for better education and pedagogical work and activities;
- Establishing the framework of the Annual work plan, distributing the curriculum contents and promoting the work of the teachers of the same or related group of subjects;
- Taking care of the professional development of teachers and expert associates;
- Proposing new forms of educational work and activities;
- Monitoring the implementation of the curriculum and the Annual work plan and taking necessary steps;
- Working on the unification of evaluation criteria;
- Proposing the organization of remedial, extra and preparatory teaching;
- Proposing praises and awards or giving proposals for corrective measures for pupils and its members;
- Discussing tasks and results in the teachers' and associates' work by form and providing continuity in teachers' presentation and correlation of the curriculum;
- Offering help to teachers in mastering certain curriculum parts, especially to young teachers and interns;
- Performing other tasks in relation to the decisions of the Teachers' Council and other school bodies.

The Pedagogical Council

Article 183

The Pedagogical Council shall consist of the expert bodies and representatives of the expert associates in the school.

The Pedagogical Council shall be chaired by the Head teacher or the assistant to the Head teacher.

The Pedagogical Council shall consider issues and take attitudes about the Head teacher's activities relating to the following:

- Planning and organizing the delivery of the educational and pedagogical program as well as all activities of the institution;
- Providing permanent quality, self-evaluation, delivery of achievement standards and promotion of educational and pedagogical work and activities;
- Implementation of the School development plan;
- Organizing and performing a pedagogical and instructive insight and monitoring the quality of educational and pedagogical work and activities in the school and pedagogical practice and taking measures for the promotion and improvement of teachers' and expert associates' work and activities;
- Planning and monitoring professional development of the employees and carrying out procedures for the improvement of teachers' and expert associates' knowledge;
- Cooperation with the bodies, organizations and associations of the unit of local self-government.

The Pedagogical Council shall operate in sessions.

Form Teacher

Article 184

The form teacher is a pedagogical, organizational and administrative manager of a class section.

The form teacher shall be appointed by the Teachers' Council among more experienced teachers.

The work and activities of a form teacher shall include: taking care of pupils' achievement, good behavior, cooperation with pupils' parents, keeping pedagogical records.

The form teacher shall perform the following tasks:

- Convening Class Council sessions and chair them (when he/she is appointed chairperson of the Class Council);
- Taking care of proper upbringing of pupils;
- Trying to find the most adequate form of a healthy class section community;
- Taking care of the adoption of the curriculum contents by pupils and taking part in extracurricular activities;

- Pronouncing verbal praises, applying corrective measures within his/her scope of competence, proposing rewards, praises and corrective measures to the Teachers' Council;
- Visiting classes of his/her class section and consulting teachers so as to improve the achievement and discipline of the pupils;
- Taking care that pupils acquire cultural and hygienic habits and taking care of their health;
- Seeing pupils' parents at a certain hours to discuss and give advice for pupils' better achievement and, when necessary, visiting pupils' homes and organizing other forms of parent-teacher cooperation;
- Keeping record of pupils' absence;
- Taking care of the delivery of work plans and ensure their coordination;
- Realizing, if necessary, at least once in two weeks, homeroom sessions where he/she discusses and solves educational and pedagogical matters in his/her class section;
- Being the head of the examination board for the pupils of his/her class section;
- Permitting absence of pupils in duration of not more than three days;
- Keeping all class section registers as well as the main register, filling in report cards and end-of- year certificates;
- Performing other duties as ordered by the teachers' Council and the Head teacher.

The Manner of Operation of the Expert Bodies

Article 185

The Teachers' Council, the Class Council, the First Cycle of Education Teachers' Expert Council, Expert bodies and the Pedagogical Council shall operate in sessions.

Sessions may be held and decisions made if the majority of the expert body members are present at a session.

Should the necessary number of members be not present at a session, the session shall be adjourned and a new one shall be convened within three days from the adjournment date.

Teachers and expert associates shall be obliged to be present at sessions of the expert bodies.

Teachers and expert associates may be absent from a session of an expert body only for justified reasons.

Article 186

Expert bodies shall make decisions by public ballot and the majority of the total number of members' vote.

Article 187

The work plan of an expert body shall be made every school year within the Annual work plan.

Article 188

Sessions of the Teachers' Council shall be convened and chaired by the Head teacher.

Sessions of other expert bodies shall be convened and chaired by the chairperson of an expert body.

Article 189

The Head teacher shall be obliged to convene Teachers' Council sessions when it is requested in written form by the School Board, the Parents' Council and one third of the members of the Teachers' Council.

Should the Head teacher not convene a session within 10 days of the receipt of a written request, the session can be convened by the request submitter.

Article 190

The work and activities of the expert bodies shall be kept in minutes.

The Teachers' Council minutes shall be taken by a member appointed by the Teachers' Council at the beginning of every school year.

The Teachers' Council minutes shall be kept in a separate notebook and signed by the Head teacher and the recording secretary.

Minutes of the Class Council and the Homeroom Teachers' Council shall be kept in the class register, whereas minutes of the First Cycle of Education Teachers' Council shall be kept in a separate notebook.

Article 191

At an expert body session when matters of special interest for pupils' parents are discussed, certain members of the Parents' Council can be present.

The School Secretary

Article 192

Administrative, regulatory and legal as well as other legal matters in the institution shall be managed by the school secretary.

The work and activities of the school secretary may be performed by a person with the law degree – master, or a person who has acquired university education through initial graduate studies lasting for at least four years and having passed the expert exam for a secretary of an institution.

The person as stated in paragraph 2 of this Article shall be inducted and trained to perform independently the work and activities of the secretary of an institution by mastering work induction program and taking the exam necessary for the secretary of an institution.

The employment of a person, who has not passed the exam necessary for the secretary of an institution within the time period as stated in Paragraph 3 of this Article, shall be terminated.

The person who has successfully passed the bar exam or the expert exam for working in the state administration or state expert exam, shall not be obliged to take the exam necessary for the secretary of an institution.

NOTIFICATION OF EMPLOYEES

Article 193

School employees shall be entitled to being regularly, duly and completely notified about:

1. Implementation of the school Annual work plan;
2. Acquiring and spending funds;
3. Material and financial transactions;
4. Decisions of the Managing body;
5. School supervisors' reports, recommendations and warnings.

Article 194

School employees shall be entitled to be notified about school bodies' decisions and other issues, in accordance with the law, this Statute and other documents.

The notification of school employees pertaining to decisions of the school bodies, the Head teacher and the expert bodies shall be done by placing them on the school bulletin board.

Assessment of the Quality of Work

Article 195

Assessment of the quality of work shall be realized as self-evaluation and external quality evaluation.

Self-evaluation and external quality evaluation shall be performed in conformity with the law.

Based on the results of the quality of work evaluation, the school shall develop a plan for the improvement of the quality of work in the areas defined by the quality standards of the institution.

The plan for the improvement of the quality of work shall be an integral part of the school Development plan.

Article 196

A business secret shall be documents and notification as stipulated by the law or this Statute and other general school documents, whose revealing to an unauthorized person would be against school business policy and harm school interests and business reputation, unless otherwise prescribed by the law.

The head teacher shall be the only person allowed to reveal the documents or notification, determined as a business secret, to other persons.

Article 197

A business secret has to be kept by all employees who in any way know about a document or notification considered as a business secret. The duty of keeping a business secret shall last even after the termination of employment.

Employees have to keep a business secret they find out about while cooperating with other schools, companies and institutions.

Article 198

In addition to business secrets prescribed by the law, a business secret may also be:

- Data about measures and methods of acting in extraordinary circumstances;
- The plan of protecting physical and technical property and facilities;
- Notification prepared for the authorized bodies of the local self-government;
- Contracts, offers, financial transactions and employees' earnings;
- Other data or documents which the managing body prescribes as a business secret

Article 199

A professional secret shall be intimate and personal data about employees' and pupils' lives, citizens' and parents' request data whose revealing or making public would do moral and material harm to an employee, pupil or a pupil's parent or a third person.

Article 200

An employee shall make a more serious violation of his/her responsibilities if he/she reveals a business or professional secret.

Article 201

An employee who uses data or documents considered as a business or professional secret, has to use them only within the school premises and to keep them in the manner that prevents unauthorized persons from using them.

Article 202

The general school document shall prescribe in more details the keeping, provision and transfer of documents and data considered as a business or professional secret.

GENERAL SCHOOL DOCUMENTS

Article 203

In order to organize and deliver educational and pedagogical activities in accordance with the law, the school shall pass the Educational program, the Development plan, the Annual work plan and the Statute.

Beside these documents, the school, in conformity with the law, shall pass the following:

- Rulebook of work organization and job classification;
- Rulebook of pupils', employees' and parents' behavior;
- Rulebook of protective measures and pupils' security;
- Rulebook of the work and activities of the Managing body and other school bodies;
- Other general documents.

Article 204

General school documents shall be passed by the Managing body, except when the law prescribes that certain acts shall be passed by the Head teacher.

The Head teacher shall be held responsible for the legal and timely passing of individual and general documents within the scope of his/her competence and for their

implementation, in conformity with the law, whereas the Managing body shall be held responsible for the timely passing and coordination of all general acts within its competence, in conformity with the law.

Article 205

The school, beside general documents as stated in Article 2003 of this Statute, may conclude the collective agreement with the employer which regulates rights, duties and responsibilities of employees and the employer based on labour.

Article 206

General documents shall be posted on the school bulletin board and come into force within 8 days from the date of posting, except in cases when there are justified reasons determined during the procedure of passing of general documents, when the general document can come into force earlier, i.e. within less than 8 days from the day of its posting.

ESTABLISHING COMMISSIONS AND OTHER EXPERT BODIES

Article 207

The School Board and the Head teacher may establish commissions and other expert bodies for the purpose of enforcing laws, general documents and performing various tasks.

The members of commissions and expert bodies, their competence and deadlines for performing tasks shall be determined by an official decision of the Head teacher or another body that established them.

The commissions and expert bodies cannot be authorized to make decisions and the body which establishes them cannot transfer their authorization to make decisions onto them.

TRANSITIONAL AND FINAL PROVISIONS

Article 208

Modifications and amendments to the Statute and other general documents passed by the School Board shall be done in accordance with the procedure prescribed for their adoption.

Article 209

Until the day of adopting the general documents on the basis of the law and this Statute, the general documents that are in force shall be applied provided that they are not in contradiction with the law and this Statute.

Article 210

On the day of coming this Statute into force, the Statute No.161/1-III passed on 25th February 2010 and the decisions of the modifications and amendments to the Statute No.393/1-IX of 18th May 2010, No.1072/1-III of 24th November 2011 and No.175/1-III of 27th February 2013 shall be terminated.

Article 211

The Statute shall come into force within 8 days from the day of making it public on the school bulletin board.

No.1355/1-II

17th December 2013

Chairman of the School Board

Svetozar Cvetković

Posted on the school bulletin board on 18th December 2013

-End of Translation-

TRANSLATED, TYPED AND GUARANTEED BY

ZDENKO FILIPOVIĆ

I hereby certify that this is a true translation of the original document written in Serbian.

In Knjaževac

12th March 2014

No. 23/2014

Andjelka Mihajlović

English language court interpreter

Decision No.740-o6-144/97-18 of 10th June 1997

By the Ministry of Justice of RS

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