



PSS „Evlogi and Hristo Georgievi“

In partnership with SU “St.Kliment Ohridski”

Sofia,3, Tsar Boris Blvd.,224, Email: oyalamova@unischool.bg

Rules for the activity of PSS "Evlogi and Hristo Georgievi"

Chapter I: General Provisions

PSS "Evlogi and Hristo Georgievi" conducts training in all educational levels from 1st to 12th grade, with two preparatory classes, according to the approved State educational standards and curricula.

The school has a cooperation agreement with Sofia University "St. Kliment Ohridski" and "University of Architecture, Civil Engineering and Geodesy (UACEG). The contracts outline the parameters of various joint work, including methodological cooperation, teaching, teacher qualification, etc.

The school provides high quality of the learning process, based on flexible programs, authoritative teaching staff, innovative methods for teaching and learning, technological support, opportunities for profiling according to the interests of students.

The school is owned by the Zahari Stoyanov Foundation, represented by Mr. Nikolay Yalamov and Professor Valeri Stefanov.

The rules of the school are a guarantee for the effectiveness of the learning process. The purpose of these Regulations is to clearly state the expectations of the school in terms of learning process, discipline and relationships, as well as to create in each member of the school community responsibility for themselves and others, for the good name and success of the school.

The Rules for the activity in PSS "Evlogi and Hristo Georgievi" determine the structures and functions of the school management, the organization and management of the educational process, the rights and obligations of teachers, students and parents. These regulations are subject to update during the school years.

(2) The Rules of Procedure shall be an integral part of the Training Contract.

Art. 2. The following basic principles are the basis of the regulations for the organization of PSS "Evlogi and Hristo Georgievi":

1. The activity of the school may not contradict the Constitution and the laws of the Republic of Bulgaria.
2. Training must follow the principles enshrined in state educational requirements.

Art. 3. (1) The activity of the school creates preconditions for:

1. Equal conditions for the education of all admitted students, regardless of their ethnic and racial affiliation, gender and religion.
2. Secular nature of education.



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3. Mastering the Bulgarian language as an official literary language.

4. Accelerated learning of foreign languages.

(2) The school:

1. Creates and maintains a unified system for assessing the knowledge and skills of students.

2. Issue a document for completed degree of education and class according to the law of the Republic of Bulgaria.

Art. 4. The school is private, owned by the Zahari Stoyanov Foundation, which appoints a director, deputy director, pedagogical and support staff.

Art. 5. The school has the status of a legal entity in accordance with a decision of the Council of Ministers and an Order of the Minister of Education and Science.

Art. 6. The school, according to ZPUO has:

1. Name: Private Secondary School "Evlogi and Hristo Georgievi" EOOD

2. Address: Sofia, 224 Tsar Boris III Blvd.

3. Symbol: emblem

4. Own seal

5. BULSTAT number and Tax number

Art. 7. The school accepts students for all classes, if there are vacancies.

Art. 8. Upon entering the school, a contract is concluded between the Principal and the parents / guardians / of the student, which contract regulates their relationship for one school year. The signing of the contract also means the adoption of the Rules of Procedure and its observance.

Art. 9. All issues related to the admission of students to the school are regulated by rules for admission and transfer of students, which are approved for each school year.

Art. 10. Students who have successfully completed their education receive a certificate on the model of the Ministry of Education and Science and can continue their education in other schools.

Art. 11. The training at PSS "Evlogi and Hristo Georgievi" for all children and students, including those with outstanding gifts is divided into two parts:

1. Activities for covering a framework curriculum - Section A - compulsory school hours, Section B - elective school hours and Section C - optional school hours according to Ordinance 4/2015.



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2. Additional program related to intensive study of foreign languages in the classes of interest activities outside Sections A, B and C of Ordinance 4/2015.

The training is held in the building of the Sofia University "St. Kliment Ohridski" at the address: Sofia, 224 Tsar Boris III Blvd.

Art. 13. The school gives the opportunity to the teachers to increase their professional qualification in a form chosen by them. Funds for professional development are provided by the owner of the school, if necessary.

Art. 14. The control over the observance of the state educational requirements is exercised by the MES, RWU of the MES, the owner and the director of the school.

Chapter II: Organization of the learning process

Section I. Organizational forms

Art. 15. According to the age, the level of preparation and the document for completed class, the students are organized in consecutive classes.

- the duration of education in one class is one school year;
- the classes are numbered in ascending order, with Roman numerals.

Art. 16. Depending on the number of students admitted, the classes are divided into classes.

- the classes of one class are marked with the letters of the Bulgarian alphabet and are placed after the class number;
- depending on the specifics of the subject, the class can be divided into groups, to organize group groups from different classes or to organize individual training;
- group groups are organized for extracurricular activities and activities of interest in the field of foreign languages, arts, culture and sports.

Art. 17. The distribution of students in classes is done at the beginning of the school year.

- at the beginning of the school year the principal appoints by order the class teachers of each class;
- the class teacher organizes and conducts the class hours and performs all activities described in Ordinance 12 on the status and professional development of teachers, principals and other pedagogical specialists.

Section II. Study time

Art. 18. (1) PI shall be organized in school years, school terms, school weeks, school days and school hours.

(2) The school year begins on 15.09.

(3) The second term shall end on:



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14.05. – XII class (13 school weeks)

29.05. - I - III grade (14 school weeks)

16.06. – IV - VI grade (16 school weeks)

30.06. – V - VI grade (18 school weeks for classes in sports schools)

30.06. – VII - XI grade (18 school weeks)

During each school year, students use vacations according to an order of the Minister of Education and Science.

(5) The change of the vacations and other non-school days shall be determined by an order of the Minister of Education and Science;

- the study time **of the compulsory subjects for the school week** is determined by the school curriculum, according to Ordinance 4/2015;

- the weekly schedule is adopted by the PS and approved by the director no later than three days before the start of the school year;

- during the school year the school can organize "Green School", "White School", "Ski School" and excursions;

- the school week is five days;

- the school has an additional program related to intensive study of foreign languages in the classes of interest activities outside Sections A, B and C of Ordinance 4/2015.

- the school can organize camps, excursions, workshops and sports weeks both in extracurricular time and during the holidays;

- The school can organize additional summer courses, summer school and training at the request of parents and for an additional fee.

Section III. Daily regime

Art. 19. The working hours of the school are from 7.30 to 18.30.

In the all-day organization of the school day for students from I to VII class in classes, the lessons according to the weekly schedule can alternate with the activities of self-preparation, organized recreation and physical activity and interest activities in a mixed block in the morning and afternoon.

Art. 20. The lessons have the duration:

1. thirty minutes in a preschool preparatory group

2. thirty-five minutes - in I and II class;

3. forty minutes - in III-IV class;



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4. forty minutes - in V-VII class (DCO);

5. forty-five minutes - in VIII-XII class.

Students have 10-minute breaks and a large 20-minute break.

Section IV. Learning content and curriculum

Art. 21. (1) The educational content shall be structured in educational subjects. The teaching of the subjects is carried out by classroom and extracurricular activities.

(2) A system of knowledge and skills shall be covered in a certain sequence through the subject.

(3) The general education subjects shall ensure the assimilation of the knowledge and culture necessary for each student.

Art. 22. (1) The educational content shall be systematized in curricula and study programs.

(2) The curriculum determines:

1. The name, number and distribution of subjects by classes and hours;

2. Study time in each subject;

3. Training schedule;

4. The way of completing an educational degree.

(3) The curriculum determines the structure and the volume of the educational content in each educational subject for each class, the goals and the tasks of the education.

Art. 23. The assimilation of the educational content by the students is carried out through textbooks, teaching aids, teaching aids and audiovisual means.

Section V. Control and assessment of students' knowledge

Art. 24. (1) The knowledge and skills of the students shall be assessed through current and periodical inspections, as well as through examinations.

(2) The forms for inspection and assessment shall be individual or group. They are oral, test and other written and practical forms.

Art. 25. The control is carried out current and periodically:

- the current control is carried out by the teachers, systematically during the first and the second school term, through forms of examination and assessment chosen by them;

- the periodic control is performed by the teachers according to a schedule approved by the school principal;

- the knowledge and skills of the students can be checked by authorized officials, by the inspectorates of education and by the Ministry of Education and Science;



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- The examination of the knowledge and skills of the students through examinations is carried out by school examination commissions, appointed by an order of the school principal.

Art. 26. Regardless of the system of examination, the assessment of the knowledge and skills of the students takes place according to the six-point grading system in force in the country;

- The class teachers, together with the class teachers, prepare and send to the parents periodically characteristics of the students.

Art. 27. The current, term and annual grades are entered in the electronic diary of the class.

Section VI. Discipline

Art. 28. In order for the educational process to be successful, it is necessary for all participants to observe the order and rules laid down in the regulations.

The school creates all conditions for receiving education. It is the responsibility of every student admitted to the Evlogi and Hristo Georgievi Primary School to make the necessary efforts to achieve success and satisfaction with what they have learned.

Art. 29. (1) The principal, as head of the educational process, upon proposal of the class teacher and / or of the pedagogical council, may impose the following sanctions or punishments to the students for incompatible with the educational process and the good manners behavior:

1. note;

2. one-time work in favor of the school.

(2) The principal, together with the owner of the school may impose the following punishments and sanctions for repeated and subsequent violations of the students for incompatible with the educational process and the good manners behavior:

1. financial sanction;

2. repeated work in favor of the school;

3. warning for relocation and financial sanction;

4. transfer to another school before the end of the school year.

(2) The teacher may impose the following punishment:

1. note;

2. removal of a student from a class for incompatible behavior with the learning process and good manners.

Art. 30. All participants in school life are expected to wear decent school uniforms and behavior, in the school building and area, in the school bus, as well as at celebrations and other events organized by the school.



Art. 31. Posting posters, posters, publishing a school newspaper, etc. is carried out only with the consent of the director.

Art. 32. Smoking in the school area is absolutely forbidden.

Art. 33. The use of mobile phones by students and teachers during class and pedagogical advice is absolutely forbidden, except in cases when they are used for educational purposes.

Art. 34. Everyone is required to observe the working hours and daily routine of the school. In case of delays and absences of the student, the respective penalties are imposed according to the normative regulation in the Republic of Bulgaria.

Chapter III: Participants in school education

Section I. Teachers

Art. 34. (1) The order and the conditions for holding the position "teacher" shall be determined according to the state educational requirement for teacher qualification and qualification.

(2) The selection of the candidates shall be carried out obligatorily after conducting a competition on documents and an interview between all candidates and the director.

Art. 35. Persons may not hold the position of teacher:

- convicted of an intentional crime of a general nature;
- deprived of the right to practice the teaching profession;
- suffering from contraindicated diseases.

Art. 36. The teacher is obliged to:

- fulfills the obligations described in his job description, the Labor Code, the WUA, the normative acts in education and the present Regulations;
- executes the orders and orders of the owner and the director, as well as the decisions of the Supervisory Board and the Management Board;
- monitors the behavior of students during the All-day organization of the learning process;
- bears full responsibility for the life and health of the child from the moment of his / her adoption by the parents / guardians until the moment of his / her transfer to another teacher or parent;
- creates in students aesthetic taste, social behavior, sense of order, discipline, respect and esteem of other personalities;
- systematically increases his professional qualification;
- maintains correct relations with the parents of the students and with their colleagues;
- participates in the work of PS, MB and examination commissions;



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- defends the name and authority of his employer and the school;
- is liable for property damages in the base entrusted to him;
- does not allow deterioration of the relations between the students, the parents and the teachers;
- is consistent in applying its requirements;
- evaluates students fairly;
- keeps regular and clear school documentation;
- attends school at least 6 astronomical hours during the working day and is available at least 10 minutes before the start of the first class, according to the weekly schedule.

Art. 37. The teacher has the right to:

- conducts classes in accordance with their own methodological techniques, observing the curriculum and the curriculum;
- develops author's teaching aids and implements them after approval by the director;
- uses textbooks and teaching aids after approval by the principal;
- acquires qualification and scientific degrees;
- to be elected to the Board and school committees.

Art. 38. The teacher has no right to:

- violates the human dignity, as well as the human and civil rights of the student;
- to humiliate, insult and apply forms of physical and mental violence against the student.

Art. 39. For culpable non-fulfillment of their professional duties, for violation of the labor discipline and the provisions of these regulations, the teachers shall bear disciplinary responsibility and shall be punished according to the Labor Code.

Art. 40. (1) In case of replacement, the substitute teacher shall assume all rights and obligations of the absent person.

(2) Decisions on the manner of replacement shall be taken by the director, and in his absence - by the deputy director.

Section II. Students

Art. 41. The student has the right:

- to receive advice from teachers in organizing their own training;
- to participate at his / her own choice in extracurricular activities;



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- to be protected by the school in case of violation of his personal dignity and human rights;
- to use the school base in school time for the development of their interests and abilities;
- to be absent from classes for valid reasons;
- to receive consultations in case of prolonged absences for valid reasons;
- to be exempted from physical education classes for health reasons upon presentation of a medical note, but to attend classes.

Art. 42. The student is obliged:

- to perform his / her educational duties;
- to comply with these regulations, norms of conduct and laws of the country;
- to protect personal and school property;
- to maintain personal and public hygiene;
- to respect students, teachers, support staff and the principal;

Art. 43. The student has no right:

- to use a mobile phone in class, except in cases of educational purpose;
- to bring large sums of money to school;
- to use vulgar words and expressions, as well as to exercise physical violence;
- to gamble;

Art. 44. For damage of personal and school property the student, respectively his parents or guardians shall bear financial responsibility.

Art. 45. The absence of the students for valid reasons shall be certified by a medical note or a notification letter from the parents or guardians.

Section III: Parents

Art. 46. The parents / guardians / have the right:

- to receive information about the results in the education and upbringing of the children;
- to conclude a contract with the school;
- to maintain contact with teachers and class teachers;
- to maintain contact with the owners and the management of the school.

Art. 47. The parents undertake:

- to ensure regular attendance at school by children;



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- to respect and preserve the authority of teachers, principals and support staff;
- to maintain contacts with teachers and class teachers;
- to visit the teachers during their reception hours;
- to notify in case of changes in the address, telephone number, etc .;
- to attend regular parent meetings;
- to pay on time a tuition fee for their children;
- to pay for damages to the school and the students;
- to observe the working hours of the school;
- to notify in a timely manner in the absence of students.

Chapter IV: Management and resource provision

Section I. School governing bodies

Art. 48. (1) The director, in coordination with the owner, shall organize, control, manage and be responsible for the overall activity of the school as:

- implements the state policy in the field of education;
- represents the school before bodies, organizations and individuals;
- carries out internal control in accordance with its powers;
- rewards and punishes students, teachers and employees in accordance with the WUA and these regulations;
- organizes the admission of children and students, their education and upbringing in accordance with the state educational requirements;
- signs documents for completed class and educational degree and keeps the seal of the school;
- assist the competent authorities in establishing infringements;
- controls and is responsible for the proper keeping of school documentation;
- provides conditions for health-preventive activity in the school;
- provides safe conditions for education, training and work;
- is chairman of the pedagogical and school council and ensures the legality and implementation of their decisions.

(2) The working hours of the Director are from 8:00 am to 5:00 pm from Monday to Friday.



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Art. 49. The Deputy Director shall assist the Director in the educational work.

Art. 50. The pedagogical council of the school is held in the presence of the principal and includes all teachers, specialists with pedagogical functions and the medical person who serves the school. PS as a specialized governing body:

1. adopts a strategy for the development of the school for the next 4 years with a plan for actions and financing attached to it;
2. adopts remote control;
3. accepts the PMU;
4. accept the forms of education;
5. adopt the annual plan for the activity of the school;
6. adopt curricula for IFO;
7. measures for increasing the quality of education;
8. adopt a program for prevention of early school leaving;
9. adopt a program for providing equal opportunities and for inclusion of students from vulnerable groups;
10. propose to the director disclosure of activities of interest;
11. make a proposal to the principal for rewarding students and for imposing the respective sanctions in the cases provided for in this law and PDU;
12. determine school symbols, rituals and other distinctive signs;
13. determine student uniforms;
14. participates with its representatives in the creation and adoption of the Code of Ethics of the school community;
15. get acquainted with the budget of the school and with the reports of its implementation;
16. periodically, at least 3 times in one school year, discusses the level of acquisition of competence by students and applies joint measures between teachers in order to improve educational outcomes.

Section II. School documentation

Art. 51. The following obligatory documentation is kept in the school:

- a book for the children subject to compulsory education;
- electronic diary for each class and group;
- main book;



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- book on sanitary condition;
- Book of orders;
- book for impressions of the control activity of the director and book for impressions of the control bodies of MES;
- information about the organization of the activity in the school for the school year / sample list 1 /;
- notice of absence of students and messages;
- certificates and messages when transferring students.

Section III. Income

Art. 52. The income of the school is collected from:

1. Tuition fee under the framework curriculum for SECTION A - compulsory school hours, according to Ordinance 4/2015, in the amount of the determined state funding for the respective year, according to art. 3, para. 3 of the Ordinance on the financing of the institutions in the system of pre-school and school education. In case the student receives state funding, this fee is not due.
2. For the additional program related to intensive study of foreign languages in the classes of interest activities outside Section A of Ordinance 4/2015, a fee is due, individually determined, for each school year.
3. Fees for student participation in additional workshops, "Green School", "White School", "Ski School", excursions, theater and others at the request of the parent.
4. Donations and bequests from local and foreign individuals and legal entities.
5. Other activities and sources eligible by the legislation of the country, namely:
 - for additional extracurricular activities set in the annual plan of the school such as green and white schools, excursions, summer school, etc.
 - others specified in the internal rules for collecting fees in the school and financing the overall activities of the school.
6. The education of children and students is carried out on the basis of a contract between PSS "Evlogi and Hristo Georgievi" and the parent of the child or student.

In the case of state funding, the contract defines the terms and conditions for payment of activities outside the state-funded, provided by PSS "Evlogi and Hristo Georgievi", the amount of payment and the activities in which the child or student will participate and use free of charge for the period of training against the subsidy provided by the state.



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7. In case the children and the students in the school are included in the system of state financing, their parents do not pay fees for providing and maintaining the material and technical base.

Chapter V: Admission, registration and fees

Section I. Reception and registration

Art. 53. A condition for enrollment in PSS "Evlogi and Hristo Georgievi" is:

- (1). Compliance with the enrollment requirements announced each school year;
- (2). The parent pays fees for the school year in accordance with the provisions of the contract. In case of receiving state funding from children and students, these funds are deducted from the due fees after receiving them.
- (3). Written consent to these rules, reflected in the application for enrollment or a deliberate declaration;
- (4). A training contract was concluded between PSS "Evlogi and Hristo Georgievi" and the parent / guardian.

Art. 54. The term for admission and enrollment is announced before each school year on the school's website and follows the order for admission and enrollment of the Minister of Education, according to the requirements of the WUA.

Art. 55. The admission of students follows the terms and conditions developed by the principal, the owner and the pedagogical council, in accordance with the relevant normative documents and is announced on the school's website before each school year.

Art. 56. All children and students admitted and enrolled in PSS "Evlogi and Hristo Georgievi" do not pay a tuition fee under the framework curriculum - Section A-compulsory school hours of Ordinance 4/2015, in case they are included in the system for state financing according to art. 3, para. 3 of the Ordinance on the financing of the institutions in the system of pre-school and school education.

Other requirements of the activity

Art. 60. The organization of the work in the school is described in:

- List Sample 1;
- Annual plan and the accompanying plan for the work of the PS and a plan for the control activity of the director;
- Plan for qualification activity;
- Calendar plan for holidays, celebrations and other events;
- Plan for work in autumn-winter conditions;
- Plan for civic education;



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- Plan for ensuring safe conditions of education, training and work.

Art. 61. (1) During a school hour it shall be prohibited to enter a class of outsiders and to call teachers.

(2) The teachers, the deputy principal and the principal may collect money in case of material damages to MTB, for excursions, excursions, camps, visits to performances, sports events, etc.

(3) Changes, additions and amendments to these regulations may be made only by decisions of the owner of the school or PS.

General provisions

Art. 62. The provisions of the Bulgarian legislation shall apply to all issues not settled in the regulations.

Art. 63. The regulations are valid for the school year and its implementation is assigned to the principal, the pedagogical, non-pedagogical staff, the parents and the students of PSS "Evlogi and Hristo Georgievi".

The regulations have been adopted by the PS and have been approved by the director of PSS "Evlogi and Hristo Georgievi".