



Order of the Director of UG School LTD on April 21, 2020, Appendix N1 of N42

Rules and conditions for protection of security and public order of UG School LTD

Chapter I. General Provisions

Article 1. Scope and purpose of regulation

1. The present rules and conditions for protection of safety and public order (hereinafter - the rule) establish the preventive measures to be implemented in order to protect safety and public order during school hours and the measures to be implemented in case of violation of security and public order in the territory of UG School LTD (hereinafter - school);
2. The purpose of this rule is:
 - a) Protection of children's rights and consideration of children's best interests;
 - b) Implementation of preventive measures in order to protect safety and public order on the school territory during school hours;
 - c) Effective response to violations of safety and public order on the school territory during school hours;
 - d) Providing a physically, psychologically and emotionally safe school environment;
 - e) Facilitating the coordinated action of structural units of the school.
2. This rule was developed in accordance with the order N06 of the Minister of Education, Science, Culture and Sports of Georgia dated January 29, 2019 "On approval of the rules and conditions for the protection of safety and public order in general educational institutions".

Article 2. Security and public order protection mechanisms

1. In order to protect safety and public order, the school is obliged to:
 - a) implement preventive measures;
 - b) to ensure the implementation of appropriate measures in case of violation of security and public order;
2. The person responsible for the protection of safety and public order in the school territory during school hours is the employee of the school security service and the school directorate.
3. The security of the school building is provided by the school security service.
4. In order to ensure the protection of safety and public order, the school has fire-fighting equipment and an evacuation plan on all floors.



Chapter II. Preventive measures implemented in order to protect safety and public order

Article 3. Provision of awareness

In order to ensure awareness, the school is obliged to place in a visible place in the school building:

- a) hotline number of the Ministry of Internal Affairs of Georgia - "112" - 112 (hereinafter - 112);
- b) Ministry number – 2 200 220;
- c) hotline of the Public Defender of Georgia - 598 08 30 06,1481
- c) the telephone number of the persons responsible for the protection of safety and public order - school security service;
- e) school psychologist number;

Article 4. Acquaintance with students' rights and rules

1. During the academic year, the school security service/school Administration representatives provide students with information on their rights and rules, as well as the school's emergency response plan, by organizing informational meetings and/or other events for students.
2. It is possible to familiarize students with the rights and rules of the student by visualizing it, using artistic/creative approaches.
3. Measures to acquaint the student with his rights and rules should be of a positive nature and age characteristics should be taken into account.

Article 5. Assessment of risks of violence in school

1. In order to prevent violence at an early stage and to identify threats of violence recurrence, the school conducts an assessment of the risks of violence among students and teachers during the school year.
2. Anonymity of students and teachers must be protected during the assessment in accordance with the first paragraph of this article.
3. Assessing the risks of violence among students is the basis for planning and implementing measures to be implemented by the school for the purpose of violence prevention.

Article 6. Receiving psychological services

1. Students, their legal representatives, school administration representatives and/or teachers can receive psychological services from the school psychologist.
2. Within the framework of psychological services, the school psychologist consults the student, legal representative, representative of the school administration and the teacher regarding possible ways to solve problems, and in the event that it is necessary to receive psychological services to solve the problem, he provides consultations regarding the ways to receive psychological services and explains the importance of said service.



Article 7. Educational and informative events

1. The school is obliged to conduct an educational and informational campaign for students during the academic year:

- a) against violence and domestic violence;
- b) against discrimination;
- c) against bullying and cyberbullying;
- d) regarding the promotion of a healthy lifestyle.

2. The school may conduct an educational and informational campaign for students on the issues provided for in the first paragraph of this article:

- a) by arranging discussions/debates;
- b) by holding a class/school essay contest;
- c) by holding a class/school drawing competition;
- d) by organizing sports competitions;
- e) by holding classroom/school theatrical performances;
- f) by showing movies/video clips;
- g) by holding role-playing games;
- h) by organizing weeks of different nature (e.g.: week of fight against discrimination);
- i) by organizing meetings of students with law-and-order officer and/or district inspector;
- j) by organizing meetings between undergraduates or masters' students of psychology/law social work and the school students.
- k) by organizing meetings of students with specialists working on relevant issues.

3. The school is obliged at least once during the academic year to hold educational and informational events with the student's legal representatives on such issues as:

- a) the role of the parent in the education and upbringing of the child;
- b) effective communication with the child;
- c) violence (including early marriage) and its impact on the child's psychology;
- d) domestic violence and its impact on the child's psychology;
- e) bullying, cyberbullying and their impact on the child's psychology;
- f) healthy lifestyle;
- g) other issues that ensure the involvement of the legal representative in the school life of the student.

4. In order to organize events of an educational and informative nature with the legal representatives of the student, the school is authorized to:

- a) invite masters' and/or graduate students of the higher education institution's psychology/law/social work bachelor's course;
- b) to find international or local non-governmental organizations organizing events

5. On its own initiative, the school is authorized to carry out such an event, in addition to the types of educational and informational campaign considered in paragraphs 2 and 4



of this article, which responds to the issues provided for in paragraphs 1 and 3 of this article.

Article 8. Rights and obligations of the school director and head of administration in regards to public safety and public order protection in the school

1. The school director or the head of the school administration ensures and promotes the coordinated actions of the school security service and the structural units of the school in the field of safety and public order protection during school hours.
2. School director/head of administration
 - a) discusses the issues related to the protection of safety and public order in the school territory during school hours, makes relevant recommendations and makes a decision for further response;
 - b) is authorized to develop initiatives on the conduct of educational and informational events related to the protection of safety and public order on the school territory during school hours;

Chapter III. Measures to be implemented in case of violation of safety and public order in the school area during school hours

Article 9. Violation of security and public order

1. Violations of safety and public order at school are:
 - a) emergency situations (fire, earthquake, flood, etc.);
 - b) A case of a communicable disease posing a risk to public health (with the potential for wide spread) in a school (hereinafter - a case of a communicable disease).
 - c) suicidal idea, suicide attempt, suicide;
 - d) self-harm;
 - e) discovery of explosive substances in the school or notification of the presence of explosive substances in the school;
 - f) Possession by the student of an item prohibited by the legislation of Georgia, a weapon of alleged disciplinary offense, as well as possession of an item that bears traces of an alleged disciplinary offense, possession of an item and valuables obtained by committing an alleged disciplinary offence, as well as possession of that item and document, which are needed to find out the circumstances of the alleged disciplinary misconduct/offence;
 - g) Bringing in, sale, consumption of tobacco, alcohol and/or narcotic drugs, its analogues, precursors, new psychoactive substances, psychotropic substances, its analogues or powerful substances by the student/teacher/other school employee on the school territory and/or being under their influence;
 - h) Student's non-appearance and/or lateness to the lesson process without a good reason, in the event that the student's legal representative is not informed about it, as well as the student's leaving the class and/or school during the lesson/learning process without the appropriate basis and permission;
 - i) any kind of violence by/toward the student;



- j) any offense committed by/against the student under the Criminal Law Code of Georgia and the Code of Administrative Offenses of Georgia;
- k) committing bullying or cyberbullying by/against the student;
- l) Discrimination by/against the student based on any sign;
- m) destructive behaviour of the student;
- n) Unauthorized taking of money/things by the student, collection of money, taking money/things from other students under any form of coercion;
- o) tampering with student/teacher/school employee/school property;
- p) other circumstance and/or action that may endanger the life and/or health and/or property of the persons present on the school territory during the school day, the proper operation of the school and/or the course of the educational process, as well as the internal rules of the school, the school regulations, the student's code of conduct and violation of the teacher's code of professional ethics.

Article 10. Measures to be implemented in order to protect safety and public order during emergency situations

1. During emergency situations, the school security service employee and/or school administration representative rings the alarm bell and informs all persons in the building about the danger.
2. It is mandatory to stop the learning process immediately after the alarm bell rings.
3. The employees of the security service must ensure the maintenance of peace and prevention of panic.
4. An employee of the school's security service or a representative of the administration contacts "112", reports the features of the emergency situation, the cause of the emergency situation, the estimated extent, the current situation.
5. The employees of the school security service ensure that the persons in the school building are placed in a safe place.
6. The class teacher registers the students of his class, determines and registers the number of missing people and passes the aforementioned information to the relevant persons.
7. The class tutor provides information to the student's legal representative; the class tutor provides only verified information about the student's health status to the legal representative.
8. The director of the school is obliged to immediately report emergency situations to the relevant resource centre and authorized bodies.
9. During an emergency, taking into account the situation, it is recommended to:
 - a) Disconnect of gas, electrical appliances, water supply network;
 - b) Place the documents, computer equipment, laboratory equipment, items and inventory in the building as far as possible in a safe part of the building.
10. Based on the conclusion of the emergency management service, the school director applies to the Ministry of Education, Science, Culture and Sports of Georgia to suspend, terminate or renew the educational process.



11. The Minister of Education, Science, Culture and Sports of Georgia makes a decision on suspending, terminating or resuming the educational process by means of an individual administrative-legal act based on the appeal of the school director.

Article 11. Measures to be implemented in order to protect safety and public order in the event of a communicable disease posing a risk to public health

1. When a case of communicable diseases is detected in the school, the school doctor/school security service employee/school administration representative immediately contacts "112".
2. After the notification stipulated in the first paragraph of this article, the school doctor/school security service employee who detects a case of communicable disease in the school immediately informs the school directorate.
3. The school security service employee/school administration representative ensures peace in the school.
4. The school doctor/school security service employee/school principal/school administration representative ensures that all persons (children/employees) suspected of having the disease are isolated from other persons.
5. The school security service employee/school director/school administration representative ensures the identification of the persons in contact with the patient and their isolation from the persons and other persons provided for in paragraph 4 of this article.
6. The school doctor/school security service employee ensures the observation/surveillance of persons suspected of having a contagious disease until the arrival of an ambulance, as well as, if necessary, providing first aid while observing appropriate safety measures.
7. The school doctor/school security officer ensures that the emergency team is informed by highlighting all the nuances related to the incident (eg, signs, exact time, place, measures taken, etc.) and, if necessary, follows their instructions.
8. The class teacher/school administration informs the student's legal representative/patient's family about the incident and provides only verified information about the student's/person's health.
9. The school director provides information to the relevant authorities.
10. The school doctor is obliged to provide information to the municipal public health service "On the production and delivery of medical statistical information" in compliance with the requirements of the order of the Minister of IDPs, Labour, Health and Social Protection of March 25, 2019 No. 01-26/N from the occupied territories of Georgia.
11. The school doctor ensures the implementation of anti-epidemic measures based on the recommendations of the municipal public health service.
12. In order to carry out anti-epidemic measures, the decision to suspend, terminate or renew the educational process is taken by the minister, based on the director's appeal, through an individual administrative-legal act.

Article 12. Suicidal Ideation



1. Any person who has information about a student's suicidal thoughts is obliged to provide the information to the school administration, the school security service employee, the class teacher.
2. Upon receiving the information, the school administration, the security service employee, the class teacher talk to and reassure the student.
3. It is not allowed to make a promise to the student that information about the student's suicidal thoughts will not be disclosed to the school administration/school security officer/legal representative/psychologist/class teacher.
4. It is not allowed to leave the student unattended until the student's legal representative or psychologist reports to the school.
6. Information about a student's suicidal ideation is confidential and may only be disclosed to the school administration/school security officer/student's class teacher/legal representative and psychologist.
5. The school administration/school security officer is obliged to ensure the involvement of a psychologist, who will talk separately with the student and the student's legal representative and carry out the initial management of the situation.

Article 13. Suicide Attempt

1. All persons witnessing a student's suicide attempt are obliged to try to stop the suicide attempt.
2. A person witnessing a student's suicide attempt/an employee of the school security service/school administration shall immediately contact "112" and is obliged to inform the school administration/employee of the school security service/teacher of the student's class.
3. It is not allowed for a person who witnessed a suicide attempt to leave a student with a suicide attempt unattended until the arrival of a school security service employee/a representative of the school administration.
4. The school security service employee/school administration/school doctor/school psychologist are obliged to immediately appear at the scene of the accident and provide first aid to the student.
5. The school security service employee/school administration ensures the avoidance of eyewitness students, monitoring them, calming them down and limiting the spread of information to other students.
6. It is not allowed to leave a student with a suicide attempt unattended until the arrival of a legal representative or a psychologist.
7. The school administration/class teacher provides information about the incident to the legal representative of the student with a suicide attempt, the school administration/class teacher provides the student's legal representative with only verified information about the student's health.
8. The school security service employee/school administration is obliged to involve a psychologist who talks separately to the student with a suicide attempt, the legal



representative, eyewitness students and to carry out the initial management of the situation.

Article 14. Suicide

1. In the case of suicide at school, the person who witnessed the fact of suicide is obliged to report it immediately to "112", and then to the school administration/an employee of the school security service.
2. The school security service employee/school administration ensures the avoidance of eyewitness students, their supervision, calming and limiting the dissemination of information to other students.
3. The school administration/school security service ensures the protection and blocking of the accident site.
4. The school security officer/school administration informs the deceased's family members/legal representative about the suicide only after the deceased has been identified by the police.
5. The school director immediately informs the appropriate resource centre about the fact of suicide.
6. The teacher of the class of students who witnessed the suicide informs the legal representatives of the students who witnessed the suicide about the fact of suicide.
7. The school security service employee/school administration is obliged to involve a psychologist who talks separately to the family members of the deceased, students who witnessed the suicide and their legal representatives, teachers and to carry out the initial management of the situation.
8. It is not allowed to arrange a place of permanent remembrance of the dead student on the school territory and to hold any kind of funeral ritual.

Article 15. Self-harm

1. Any person who has information about a student's self-harm is obliged to immediately report it to the school administration / school security service / class teacher.
2. Upon receiving the information, the school administration/school security officer/classroom teacher talks to the student and investigates the cause of the self-harm.
3. The school security service employee/school administration/class teacher ensures that the student's legal representative is informed about the student's self-harm.
4. The school security officer/school administration, taking into account the degree of self-harm, ensure the involvement of a psychologist who talks separately with the self-harming student and the legal representative/teachers, and performs the initial management of the situation.
5. Information about a student's self-harm is confidential and may only be disclosed to the school security officer/school administration/classroom teacher/legal representative and psychologist.



Article 16. Discovery of Explosive Substances in School

1. When explosive substances are discovered in the school, the school administration/school security service is obliged to ensure:
 - a) removing students, teachers and other persons in the school building from the institution and placing them in a safe place;
 - b) Contacting "112" and providing information, as well as informing the resource centre.
2. Each class teacher provides:
 - a) the description of the persons who were evacuated from the building of the institution;
 - b) Informing the student's legal representatives, the class teacher provides the student's legal representative with only verified information about the student's health.
3. The school administration/school security service shall, if necessary, provide an assessment of the condition of the evacuated student/students.
4. The school administration/school security service refers the student to the school psychologist based on the assessment provided for in paragraph 3 of this article.

Article 17. Notification of the Presence of Explosive Substances in the School

1. The person receiving anonymous calls about the presence of explosive substances should maintain a calm tone during the telephone conversation and prolong the conversation by asking additional questions to gain time and obtain information.
2. If the recipient of an anonymous call has the opportunity, it is recommended to turn on the phone in loud mode and call "112" during the conversation.
3. The school administration/security staff are obliged to provide the following:
 - a) Contact "112" and providing information, as well as informing the resource centre;
 - b) Take students, teachers and other persons in the school building out of the institution and placing them in a safe place.
4. Each class teacher provides:
 - a) the description of the persons who were evacuated from the building of the institution;
 - b) Informing the student's legal representatives, at which time it is recommended that the class teacher speak in a calm tone and provide the legal representative with only verified information about the student's health.
5. If necessary, the school administration/school security service will provide an assessment of the condition of the evacuated student/students;
6. The school administration/school security service will refer the student to the school psychologist on the basis of the assessment provided for in paragraph 5 of this article.

Article 18. Possession by a student of an item prohibited by the legislation of Georgia, a weapon for committing an alleged disciplinary offence, as well as possession of an object that bears traces of an alleged disciplinary offence, an item and valuables obtained by



committing an alleged disciplinary offence, as well as the item and document necessary to clarify the circumstances of the alleged disciplinary offence

1. Any person is obliged to immediately notify the school administration, the school security service about the student's possession of an item prohibited by the legislation of Georgia, a weapon of alleged disciplinary misconduct/offence, as well as the possession of an object with traces of an alleged disciplinary offence, about the property and valuables obtained by committing the offence, as well as the possession of the object and document, which are needed to clarify the circumstances of the alleged disciplinary offense/offence.
2. In order to protect safety and public order in the school, a non-contact surface search is allowed by an employee of the school security service, the purpose of which is to find an item prohibited by the legislation of Georgia, a weapon for committing an alleged criminal offence, an object that bears traces of an alleged disciplinary offence/criminal offence, discovery of the item and valuables obtained by disciplinary misconduct/offence, as well as the subject and document that are needed to clarify the circumstances of the alleged disciplinary offence.
3. Non-contact surface inspection is allowed only in the case when the circumstances indicate a possible violation of the school regulations and/or a possible offense by the student and there is sufficient reason to assume that as a result of the non-contact surface inspection, a disciplinary offense and/or a possible offense according to the school regulations will be revealed.
4. It is not allowed for the student to hide and/or destroy in any way the item mentioned in the first paragraph of this article. Employees of the security service are authorized to take appropriate measures to prevent the student's actions.
5. A person of the same sex, who is determined by the order of the school director, has the right to conduct a non-contact surface inspection.
6. Non-contact surface inspection of the student is carried out using a metal detector, without physical contact, as well as non-contact surface inspection of the student's belongings is carried out using a metal detector.
7. The non-contact surface inspection should be preceded by a security service employee warning the student about the non-contact surface inspection and a call to voluntarily, without any inspection, hand over the items mentioned in the first paragraph of this article to the person who must conduct the non-contact surface inspection.
8. If the student presents or the security service employee discovers such allegedly illegal items, possession of which is the competence of the law enforcement agency, the security service employee immediately informs the law enforcement agency.
9. The found items will be handed over by the employee of the security service to the student's legal representative or the law enforcement agency, taking into account the nature of the item/subject.





10. During non-contact surface inspection, the security service employee is obliged to:
 - a) Act taking into account the best interests of the student and fully protecting the dignity of the student;
 - b) Be polite, patient, act calmly and speak in a language understandable to the student;
 - c) Not to restrict the student's use of those things that do not hinder the course of non-contact surface inspection, as well as not to confiscate those items that were not the purpose of the non-contact surface inspection;
 - d) Not to conduct non-contact surface inspection in groups.
11. The non-contact surface inspection should be additionally attended by a school employee determined by the school director.
12. The person responsible for the non-contact surface inspection is obliged to immediately notify the student's legal representative about the non-contact surface inspection of the student.
13. In case of discovery of the item mentioned in the first paragraph of this article, the school administration is obliged to initiate disciplinary proceedings against the student.
14. In the event that the student refuses to perform a non-contact surface inspection and the discovery of the item specified in the first paragraph of this article is otherwise impossible, or the student refuses to hand over the item found in the first paragraph of this article to the security service employee, the security employee is obliged to start the student separating procedure.
15. The school administration/school security service, in case of necessity, in order to determine the psycho-emotional state of the student, provide an assessment of the student's condition in an oral form.
16. The school administration/school security service will refer the student to the school psychologist based on the assessment provided for in paragraph 15 of this article.
17. The school security service establishes a protocol for the implementation of non-contact surface inspection. (Protocol form Appendix N1)

Article 19. Bringing, sale, consumption of alcohol and/or narcotic drugs, its analogues, precursors, new psychoactive substances, psychotropic substances, its analogues or powerful substances by the student/teacher/other school employee in the school territory and/or being under their influence

1. Any person who is aware of the introduction, sale, consumption of alcohol and/or narcotic drugs, its analogues, precursors, new psychoactive substances, psychotropic substances, its analogues or powerful substances by the student/teacher/other school employee on the school territory and/or the fact of their being under the influence, is obliged to immediately inform the employee of the school security service / school administration.



- 2.
3. 2. In the event that there is sufficient reason to assume that the student has alcohol and/or narcotic drug, its analogue, precursor, new psychoactive substance, psychotropic substance, its analogue or powerful substance, the employee of the security service is authorized to carry out a non-contact surface inspection of the student in accordance with the rule by Article 18.
4. 3. If there is sufficient reason to suspect that a teacher/another school employee has a narcotic drug, its analogue, precursor, a new psychoactive substance, a psychotropic substance, its analogue or a powerful substance, the security service employee/school administration is obliged to immediately contact "112".
5. In case of discovery of narcotic drug, its analogue, precursor, new psychoactive substance, psychotropic substance, its analogue or powerful substance, the security service employee/school administration is obliged to immediately contact:
 - a) "112";
 - b) The student's legal representative;
 - c) Resource centre.
5. The school security service employee/school administration directs the student to the school psychologist.

Article 20. Absence and/or lateness of the student to the lesson process without a valid reason, in the event that the student's legal representative is not informed about this.

1. The legal representative of the student is obliged to inform the student's class teacher about the absence and/or lateness of the student due to an honourable reason.
2. In the event that the teacher of the relevant subject is not informed about the student's absence and/or lateness to the lesson, the teacher of the relevant subject immediately informs the class teacher about the student's lateness/absence to the lesson, who is obliged to inform the student's legal representative about the said fact and determine the reason.
3. 3. In the event that the student's legal representative is not informed about the student's absence and/or lateness to the lesson, the class teacher is obliged to inform the school security service employee and the administration.
4. 4. In the event that the student did not show up for the lesson and the legal representative of the student is not informed about it, and it is not possible to determine the location of the student and/or to contact the student, the school security service employee/school administration is obliged to immediately notify "112".
5. 5. If, as a result of the study of the issue, there is a reasonable doubt that the student's absence/lateness at school has become the reason for the restriction of



the minor's right to study, the school principal/head of the school administration fills out the child protection application card "Regarding the approval of child protection

6. application (referral) procedures" of the Government of Georgia, in accordance with Resolution No. 437 of September 12, 2016.
7. The school security service employee/school administration directs the student to the school psychologist.

Article 21. Leaving the class and/or school during the lesson/learning process by the student without the appropriate basis and permission

1. It is not allowed for the student to leave the class and/or the school without permission during the lesson/learning process.
2. The teacher of the relevant subject/any person immediately informs the teacher of the class that the student leaves the class and/or the school without proper reason and permission during the lesson/learning process.
3. The teacher of the class immediately informs the student's legal representative about the student leaving the class and/or the school without a proper reason and permission during the lesson/learning process.
4. If the student's legal representative cannot determine the student's location, the school administration immediately informs "112".
5. After identifying the location of the student and him showing up to the school, the representative of the school administration ensures an interview with the student and his legal representative.
6. The school administration, if necessary, provides an assessment of the student's condition;
7. The school administration will refer the student to the school psychologist based on the assessment provided for in paragraph 6 of this article.

Article 22. Any kind of violence by/against the student

1. Any person is obliged to provide the school administration with information about the fact of committing any kind of violence by/against the student or in case of such suspicion. The school administration is obliged to inform "112" about the mentioned fact.
2. Possible cases of violence by/toward the student are:
 - a) Student's violence against the student;
 - b) Violence against the student by a stranger;
 - c) Violence against the student by the teacher;
 - d) Violence against the student by the school administration employee;
 - e) Domestic violence.



3. In the event of violence mentioned in this article, the school administration is obliged to ensure the availability of psychological help. The psychologist talks to the student and his legal representative separately and performs the initial management of the situation;

4. In the case of the violence mentioned in this article by the student/toward the student, the school administration fills in the child protection referral card "On approval of child protection referral procedures" in accordance with the Resolution No. 437 of September 12, 2016 of the Government of Georgia.

Article 23. Any offense committed by/against the student under the Criminal Code of Georgia and the Code of Administrative Offenses of Georgia

1. Any person is obliged to inform the school security service employee/school administration in case of knowledge of any offense and/or alleged offense committed by the student under the Criminal Law Code of Georgia and the Code of Administrative Offenses of Georgia.

2. The school security service employee/school administration immediately contacts to "112".

3. The school security service employee/school administration, if possible, ensure the prevention of crime and the circle perimeter of the crime scene.

4. The employee of the school security service/school administration ensures the avoidance of students who are eyewitnesses to the violation of the law, their supervision and the restriction of the dissemination of information to other students (in case of such necessity).

5. The school security service employee/school administration provides information notification to the teachers of the class of violators/victims/eyewitnesses, who in turn are obliged to provide information about the above to the legal representatives of the violators/victims/eyewitnesses.

6. The school security officer/school administration, if necessary, engages a school psychologist who speaks separately with the student and his/her legal representative and conducts the initial management of the situation.

Article 24. Bullying or cyberbullying by/against the student

1. Any person is obliged to provide information about bullying or cyberbullying by/toward the student to the school administration.

2. If bullying or cyberbullying by/against the student contains signs of a crime, the school administration immediately contacts "112".

3. It is the responsibility of the school administration/classroom teacher to determine the causes of bullying/cyberbullying, to discuss with all parties involved, to identify the contradictions between the stories and to develop ways to solve the problem.

4. It is not allowed to ignore the fact of bullying/cyberbullying.

5. The school administration/class teacher/school psychologist should monitor both the bully/cyberbullying and the student who was bullied/cyberbullied.



6. The school administration/class teacher/school psychologist is obliged to immediately provide information to the bully/cyberbullying student and the legal representative of the student who was bullied/cyberbullied.

7. In the case of bullying of a student, the school psychologist talks to the student and his/her legal representative separately and performs the initial management of the situation.

Article 25. Discrimination by/against the student based on any sign

1. Any person is obliged to inform the school administration in case of discrimination by/against the student according to any sign.

2. If the discrimination carried out by/against the student contains signs of a crime, the school administration should contact "112" immediately.

3. The school administration/class teacher is obliged to determine the reasons for the discrimination against the student, discuss with all involved parties and develop ways to solve the problem.

4. It is not allowed to ignore the fact of discrimination carried out by/against the student. The school administration/class teacher/school psychologist is obliged to provide an impartial assessment of the situation and ensure that further confrontation between the parties is avoided.

5. The school administration/class teacher/school psychologist is obliged to monitor both the student who discriminated and the student who was discriminated against.

6. The school administration/class teacher is obliged to immediately provide information to the student who discriminated and to the legal representative of the student who was discriminated against.

Article 26. Destructive behaviour of the student

1. The student's destructive behaviour is an attempt to disrupt the lesson, as well as the student's disobedience to the legal request of the representative of the school administration, the teacher and other persons employed at the school.

2. If the student interferes with the lesson process in one way or another, does not take into account the teacher's remarks, the teacher is obliged to try as much as possible to include him in the learning process. If it was not possible to regulate the behaviour of the student, the teacher calls the representative of the school administration and the student leaves the lesson process accompanied by them.

3. It is not allowed to let students leave the lesson in groups.

4. The school administration provides information about the fact to the student's legal representative.

5. Until the end of the lesson/the arrival of the student's legal representative, the student must be under the supervision of the school administration.

6. In case of disobedience of the student to the legal request of the representative of the school administration, teacher and other persons employed at the school, the school administration is obliged to immediately inform the legal representative of the student.

7. The school administration is obliged not to leave the student unattended until the student's legal representative arrives at the school.



8. Based on the assessment of the student's condition, the school administration, if necessary, refers the student to the school psychologist.

9. If the student leaves the school building before the student's legal representative arrives at the school, the class teacher/school administration is obliged to immediately notify the student's legal representative, and if it is impossible to determine the student's location and/or contact the student, the school security service employee/ the school administration immediately informs "112".

Article 27. Unauthorized taking of money/things by a student, collection of money, taking money/things from another student under any form of coercion

1. In case of possession of information about the unauthorized taking of money/items by a student, the taking of money/items from another student under any form of coercion, any person is obliged to provide the information to the representative of the school administration.

2. If the fact contains signs of a crime, the representative of the school administration immediately contacts "112".

3. The school administration/class teacher is obliged to determine all the circumstances and reasons related to the fact of the student taking money/items without permission, forcing money/items from another student in any form, to discuss with all involved parties, to identify contradictions between the parties and to develop ways to solve the problem.

4. It is not allowed to ignore the fact of a student taking money/items without permission, taking money/items from another student under any form of coercion. The school administration/classroom teacher is obliged to assess the situation impartially and ensure that further confrontation between the parties is avoided.

5. The school administration/class teacher is obliged to monitor the parties even after the situation is resolved. If the student does not attend school after the incident, the school administration/class teacher determines the reason and develops a plan for his/her return to the learning process.

6. The school administration/class teacher is obliged to immediately provide information to the legal representatives of the students involved in the situation.

7. Based on the assessment of the student's condition, the school administration, if necessary, refers the student to the school psychologist.

Article 28. Tampering with student/teacher/school employee/school property

1. Any person who has information about the violation of a student/teacher/school employee/school property is obliged to immediately inform the school administration.

2. If the fact contains signs of a crime, the school administration immediately contacts "112".

3. The school administration/class teacher is obliged to show the result of student/teacher/school employee/school property encroachment on the photo.

4. If a student/teacher/school employee/student tampering with school property is found, contact the student's legal representative immediately, who is obliged to compensate the relevant person for the damage caused.



5. Based on the assessment of the student's condition, the school administration, if necessary, refers the student to the school psychologist.

Article 29. Separation of student/students

1. Taking into account the best interests of the student/students, it is permissible to separate the student/students in an emotionally and physically safe environment, in the presence of a school security service employee, in the event that the student's/students' actions threaten the life and/or health of a person or the student refuses a non-contact surface inspection and the item provided for in this rule cannot be found otherwise or the student refuses to hand over the item provided for in this rule to the security service employee during the non-contact surface inspection.
2. The school administration, if necessary, ensures the involvement of a school psychologist, who talks separately to the student and his legal representative and performs the initial management of the situation.
3. In the case provided by the first paragraph of this article, it is possible to involve the student/students in the following school activities under the supervision of the school administration representative/teacher: preparation of the next day's lessons; work on educational projects; creating/updating educational resources; acquaintance with extracurricular literature and also other activities determined by the school.
4. From the moment of separation of the student/students by the security service employee/teacher/school administration, as well as, if necessary, the measures implemented by the psychologist should serve such goals as ensuring the safety of the student/students, reducing risk and managing the behaviour of the student/students.
5. The student's legal representative should be notified immediately about the student's separation, and in the case of a possible violation by the student - the law enforcement body.
6. Separation of the student/students must be done before the student's legal representative reports to the school.
7. The employee of the school security service has the right to separate the students.
8. During the separation of the student, the employee of the school security service will explain to the student in a language he understands the circumstances on the basis of which the separation of the student is carried out.
9. The school security service establishes a separation protocol.

Article 30. Management of the situation

1. The primary assessment and subsequent management of the condition of students, their legal representatives, as well as school administration representatives and/or teachers is carried out by the school psychologist.

Article 31. Provision of psychological services



1. The school psychologist provides psychological services for students, their legal representatives, as well as representatives of the school administration and/or teachers.
2. The basis for providing psychological services is the referral of the student, his legal representative by the school administration representative to the school psychologist.
3. Considering the best interests of the student, the school psychologist provides appropriate consultations for the student's legal representatives, teachers, class tutors, school security service employees, school administration representatives, as well as other persons who may have an impact on the student's psychological and emotional state.

Article 32. Mediation

1. In case of conflict between students, the school is obliged to provide mediation between opposing students, with the involvement of their legal representatives and a psychologist (if necessary).
2. The school is obliged, taking into account the nature of the conflict situation, to conduct such mediation measures, which will be aimed at a peaceful resolution of the conflict, taking into account the best interests of the students.

Chapter IV. The procedure for creating an electronic database of violations or alleged violations detected on the school territory and evaluation of the detected violations

Article 33. The procedure for creating an electronic database of violations or alleged violations detected on the school territory and evaluation of the detected violations

1. The head of the school security service, who registers violations or alleged violations on the school territory, is responsible for the correctness and security of the electronically registered information.
2. The head of the security service is obliged to reflect the violation or alleged interference detected on the school territory in the electronic database on the same day the violation was detected, and in the case of the impossibility of the above, taking into account the objective circumstances, no later than the next working day.
3. The head of the security service is obliged to immediately notify the school administration, the education manager of any detected violation or suspected violation that may endanger the life and health and/or property of the student and other persons.
4. The head of the school's security service is obliged to provide information to the head of the school administration/educational manager immediately after the violation/suspected violation is electronically reflected.
5. The head of the school administration/educational manager is obliged to start studying the fact of the alleged violation no later than the next working day after receiving the information about the alleged violation and to implement preventive measures, and in case of confirmation of the fact of violation, to



ensure the implementation of the measures provided for by the school regulations against the student.

6. The class teacher, the educational manager, the school administration, the disciplinary committee provide information about the measures taken by them on the identified violation/alleged violation to the head of the security service no later than the next working day after the implementation of the event, and the head of the security service displays the information in the electronic database no later than the next working day after the information is provided.
7. Accidental or illegal destruction, change, disclosure of information in the electronic database by the head of the school security service is not allowed.
8. Inspection of compliance with safety and public order conditions should be carried out every school year by a group created by the school director, which should evaluate the violations detected during the year and develop recommendations and a plan of preventive measures to be implemented.

Chapter V. The rule of equipping the school with video surveillance system and administration

Article 34. Rules for equipping the school with a video surveillance system

1. The school provides control of the school's internal and external perimeter with video surveillance cameras.
2. There are video surveillance cameras on the internal perimeter of the school, which provide video surveillance of all corridors, entrances and stairwells of the school, which provides the opportunity to visually see and identify the persons present there. The video surveillance cameras placed in the external territory of the school provide full video surveillance of the external perimeter of the school and the ability to visually see and identify the persons present there.
3. The video surveillance system of the school, which provides video surveillance of the internal and external perimeter of the school, is in accordance with "On the approval of video surveillance systems and their installation-operation rules at the places of gambling and other profitable games (except incentive draws) and on the external perimeter" of the Minister of Internal Affairs of Georgia on August 29, 2007 Video surveillance systems and their installation-operation rules defined by order N1143.
4. It is not allowed to carry out video surveillance in the school toilet, changing rooms, classrooms and teacher rooms.
5. The school takes care of the proper functioning of the school's video surveillance system and ensures the correction of all errors and solutions to problems that may arise when the school security service employee uses the video surveillance system.

Article 35. School video surveillance system administration rule

1. The day-to-day use and administration of the video surveillance system is ensured by the employees of the school security service.
2. The school makes video recording with the video surveillance system installed on the internal and external perimeter of the school during the entire school time, and



video recording continuously with the video surveillance system installed on the external perimeter.

3. The electronic information obtained as a result of the video recording is stored for at least 30 days and in the event of a justified request, it is presented to the school administration, as well as to the law enforcement authorities - in the manner established by the legislation of Georgia.

4. The school security service is responsible for the storage of electronic information and protection of confidentiality. In the school, a properly protected place for storing electronic information has been designated for the security service.

36. The procedure for inspecting the internal and external perimeter of the school

1. In order to protect safety and public order in the school territory, the school carries out:

a) Inspection of the internal and external perimeter of the school through the video surveillance system.

b) Non-remote inspection of the internal and external perimeter of the school.

2. From the employees of the security service distributed in the school:

a) One employee of the security service must ensure the inspection of the internal and external perimeter of the school through the video surveillance system;

b) One employee of the security service must provide a non-remote inspection of the internal and external perimeter of the school.

3. An employee of the security service, who provides monitoring of the internal and external perimeter of the school through the video surveillance system, in the event of a violation, suspected violation, is obliged to immediately notify the head of the security service or another security service employee who provides non-remote monitoring of the internal and external perimeter of the school, and in the event that the said employees are far away from the place and can reach the accident site in a shorter period of time, ensure that they go to the accident site themselves.

4. The employee of the security service, who provides a non-remote inspection of the internal and external perimeter of the school, immediately reports the detected violation/alleged violation to an employee of the security service, who provides inspection of the internal and external perimeter of the school through the video surveillance system.

5. The employee of the security service, who provides inspection of the internal and external perimeter of the school through the video surveillance system, upon receiving the notification, provides relevant information to the school directorate, the student's class teacher, as well as the student's legal representative (if necessary).

Chapter VI. Transitional and Final Provisions

Article 37. Declaration of rules and conditions for the protection of safety and public order of UG School LTD and the rules for making changes

1. The school, in agreement with the Ministry of Education, Science, Culture and Sports of Georgia, will develop the rules and conditions for the protection of school safety and public order, which will be approved by the school director by order



2. In agreement with the Ministry of Education, Science, Culture and Sports of Georgia, the director of the school has the right to make changes and additions to the rules and conditions for the protection of school safety and public order.

Chapter VII. Violation of the rule

Article 38. Violation of the rule

1. Violation of this rule leads to disciplinary responsibility according to the rules established by the legislation of Georgia.

Appendix N1

Non-contact surface inspection protocol N

1. -----

(time and date of compilation (number, month, year)

2. -----

(Position of the author of the minutes, first name and last name)

3. Person/item subject to non-contact surface inspection:

(name and surname) (item name)

4. Description of the fact (based on what circumstances, for what purpose, where, under what conditions, in whose presence and participation the non-contact surface inspection was carried out):

5. Notification and time of notification to the student's legal representative regarding the non-contact surface inspection of the student

(name and surname of the student's legal representative)

6. The person who attended the non-contact surface inspection:

a) -----

(name surname)

b) -----

(position title)

person present



(signature)

the pupil to whom

A non-contact surface was implemented
view

(signature)

Compiler of the protocol

(signature)

Note:-----
