

STATUTE OF ELEMENTARY INTERNATIONAL SCHOOL OF GDANSK

Chapter I General decisions

§ 1

Elementary International School of Gdansk has been established and is run by the Gdansk Educational Foundation, later called the Foundation.

The cycle of education in Elementary International School of Gdansk lasts six years, and apart from that the school also has preschool departments, which implement the curriculum of the preschool education.

§ 2

Elementary International School of Gdansk is a private institution which is a qualified, public school. It can run the following departments:

- 1) Polish sections based on the Polish national programme;
- 2) bilingual sections with English language based on the Polish national programme;
- 3) international sections based on the set of programmes drawn up by the faculty of teachers of ISG based on the foreign organization. It is also based on the basis of general education approved by the Minister of National Education. The programmes mentioned above give a student the possibility to enter the Polish educational system at every level. Moreover, they enable a student to take external exams of Elementary International School.

In international sections English is the spoken language. According to the rules concerning the international sections for students of these sections who have Polish citizenship, Elementary International School of Gdansk provides the teaching of Polish language as well as the History and Geography of Poland in their native language.

For those students who do not have Polish citizenship, Elementary International School of Gdansk provides the teaching of Polish language at the level appropriate to the needs and potential of foreigners.

§ 3

Elementary International School of Gdansk belongs to the organisational unit called International School of Gdansk hereinafter referred to as ISG. High International School of Gdansk, Middle International School of Gdansk and International Preschool of Gdansk are also included in ISG. The managing director of ISG is the supervisor of all the workers of ISG. The managing director of ISG represents the Foundation towards students and parents (legal minders). The rules governing the cooperation amongst the following: Preschool International School of Gdansk, Elementary International School of Gdansk, Middle

International School of Gdansk and High International School of Gdansk are specified in the statute.

§ 4

Elementary International School of Gdansk uses the classification promotion rules in accordance with the order of the Minister of National Education.

§ 5

Elementary International School of Gdansk is situated in the city of Gdansk.

Chapter II
Objectives and assignments of Elementary International School of Gdansk

§ 6

The aim of Elementary International School of Gdansk is to support the development of a student optimally to his/her psychological, physical and developmental potential.

The objectives of Elementary International School of Gdansk, in particular, concern:

- a) support of individual development of every student;
- b) creating a system of values in a spirit of respect for the dignity of students as well as freedom of outlook, culture and religion;
- c) development of social skills;
- d) taking care of students and providing proper safety during the time spent in Elementary International School of Gdansk;
- e) cooperation with the family concerning upbringing and school education.

The objectives of Elementary International School are connected with development of students' talents and preparation for further education.

The objectives of Elementary International School include in particular:

- a) forming such organisation conditions which enable students to become familiar with the given content and to master the skills included in the school set of programmes;
- b) support for the completion of educational programme of Elementary International School.

§ 7

Elementary International School gives direct and continuous care of students adapting work methods to the age of a student and his developmental abilities.

Elementary International School takes into consideration environmental needs as well as the existing living conditions, and in particular:

- a) provides direct, continuous care of students during the time spent in Elementary International School and during the classes organised by Elementary International School outside its area;
- b) acts in accordance the abiding industrial safety and fire regulations.

Chapter III

Community of Elementary International School

§ 8

All the members of the community of Elementary International School, that is, students, parents (legal guardians) and employees are obliged to obey the statute of Elementary International School as well as the statute of ISG and:

- a) maintain the reputation of Elementary International School and ISG;
- b) respect views and beliefs of other people;
- c) show each other mutual respect;
- d) behave politely and with dignity;
- e) take care of the property of Elementary International School and ISG;
- f) repair any damage they have done;

§ 9

Within Elementary International School of Gdansk and at the time of classes, camps and trips organised by school, smoking cigarettes, using electronic cigarettes, drinking alcohol, using other intoxicants and additive substances is forbidden. Possessing, selling and persuading others to use the above mentioned substances is also forbidden. The ban concerns all the members of school community.

§ 10

The community members of Elementary International School of Gdansk have the right to protect their statutory privileges by appealing to the governing body of Elementary International School of Gdansk.

Chapter IV

Funding of Elementary International School of Gdansk

§ 11

Elementary International School of Gdansk is financed by student fees, local government funds and other sources in conformity with the law.

§ 12

Detailed regulations which specify ways of payment are included in the Rules of Tuition Fee Payment in International School of Gdansk as well as in the Regulations of Recruitment to International School of Gdansk.

Chapter V

Organs of Elementary International School of Gdansk

§ 13

Elementary International School of Gdansk consists of the following organs:

- a) a principal;

- b) a board of students;
- c) a board of parents (in the event that it has been formed at the request of parents);
- d) a board of teachers.

§ 14

A principal's term of office lasts 4 years. Students, parents and teachers' terms of office last one year.

§ 15

Resolutions of the boards of Elementary International School of Gdansk are passed by an ordinary majority of votes at the presence of at least half of those entitled to vote.

Chapter VI

The principal of Elementary International School of Gdansk

§ 16

The principal of Elementary International School of Gdansk is appointed by the plenipotentiary of Gdansk Educational Foundation for the term of office of 4 years. S/he can dismiss the headmaster before his/her term of office expired at the request of the board of directors of Gdansk Educational Foundation. After his/her term of office has expired, the managing director has the right to be employed as a teacher of ISG. The plenipotentiary of the Foundation specifies the number of hours of didactic classes per week.

§ 17

The plenipotentiary of the Foundation together with the board of teachers and the managing director of ISG decides to appoint a temporary headmaster of Elementary International School of Gdansk for a second term of office, at the latest three months before the term of office of the principal of Elementary International School expires. The plenipotentiary of the Foundation may also organise a competition for this post. The competition is additionally organised also in case of the dismissal or resignation of the headmaster of Elementary International School of Gdansk from his post.

§ 18

The regulations of the competition for the principal of Elementary International School of Gdansk are approved by the board of directors of Gdansk Educational Foundation.

§ 19

The principal of Elementary International School of Gdansk:

- a) represents Elementary International School of Gdansk;
- b) cooperates with the board of students and the board of parents;
- c) chairs the meeting of teachers of Elementary International School of Gdansk;
- d) holds pedagogic control over teachers working in Elementary International School of Gdansk;

- e) participates in preparation of organisational plan of Elementary International School of Gdansk;
- f) participates in preparation of the budget of Elementary International School of Gdansk;
- g) annually, by the 30th of September, provides the board of directors of Gdansk Educational Foundation with a teaching and educational plan for Elementary International School of Gdansk prepared by the board of teachers of Elementary International School of Gdansk for the given school year. The principal must also present the budget approved by the director of the Foundation's Office;
- h) establishes and informs about the criteria of recruitment drawn up in agreement with the plenipotentiary of the Gdansk Educational Foundation and the managing director of ISG;
- i) puts forward a proposal to the plenipotentiary of the Gdansk Educational Foundation to organise a competition for a teacher if necessary;
- j) ensures safety at school.

§ 20

Having gained the approval of the board of directors of the Foundation and the managing director of ISG, the principal can appoint a deputy of Elementary International School of Gdansk. Responsibilities and duties of the deputy are specified by the principal of Elementary International School of Gdansk.

Chapter VII **Students of Elementary International School of Gdansk**

§ 21

Students are enrolled for Elementary International School of Gdansk according to the criteria announced in the last quarter of a calendar year at the latest – for the following school year in the form of a publication on the Internet site of Elementary International School of Gdansk.

§ 22

Students of Elementary International School of Gdansk have the right to:

- a) individual didactic process of education adapted to personal needs and capabilities and to proper educational care;
- b) good preparation for further education and social functioning;
- c) become acquainted with the programme of education and upbringing;
- d) take advantage of additional office hours with teachers at the set time and in justified cases (e.g. longer, explained absence, preparation for the competition from the given subject);
- e) unhindered municipal activity;
- f) be respected as far as the dignity of an individual is concerned;
- g) protection against all types of physical or mental violence.

§ 23

Students of Elementary International School of Gdansk are obliged to:

- a) participate in all classes included in his/her schedule and provide an excuse for his/her absence;
- b) effectively use time at school intended for learning;
- c) systematically prepare himself/herself for lessons;
- d) behave with respect for all members of school's community.

§ 24

The board of students of Elementary International School of Gdansk consists of students selected from particular classes of Elementary International School of Gdansk representatives – one from each class. The representatives are chosen for a term of office of one calendar year.

§ 25

The representative of the board of students of Elementary International School of Gdansk is chosen in common elections for a term of office of one calendar year, starting from the beginning of the calendar year. Common elections are organised by the board of students amongst all the students of Elementary International School of Gdansk.

The representative, together with the board of students of Elementary International School of Gdansk, represent students to the principal of Elementary International School of Gdansk and the managing director of ISG.

§ 26

A student can be expelled from Elementary International School of Gdansk by the headmaster of Elementary International School of Gdansk on the basis of the following:

- a) a resolution, passed by the board of teachers, to expel a student from Elementary International School of Gdansk. The resolution can be made in case of gross infringement of the statute's decisions of Elementary International School of Gdansk;
- b) if parents (legal minders) are behind with fee payments for two months.

Chapter VIII

Parents

§ 27

Students' parents (legal guardians) have the right to:

1. reliable, current information concerning their children (charges);
2. become acquainted with the programme of education and upbringing;
3. gain advice and instructions from teachers as far as the recognition of sources of any cognitive or educational problems are concerned. Additionally, parents have the right to obtain help from teachers in relation to the choice of methods used to improve their child's abilities and skills;
4. influence, through their representatives, the policy of Elementary International School of Gdansk.

§ 28

Students' parents (legal guardians) are obliged to:

- a) supervise their children's (charges) progress in education and behaviour;
- b) inform about the reason for the absence of students of Elementary International School of Gdansk;
- c) personal contact with teachers or the principal of Elementary International School of Gdansk at his/her request;
- d) regular, prompt payment, in conformity with the Rules of Tuition Fee Payment in Elementary International School of Gdansk.

§ 29

Parents and teachers are obliged to mutual cooperation in order to effectively influence a child and determine the goal of his/her individual development.

§ 30

The board of parents of Elementary International School of Gdansk consists of parent representatives selected from particular classes of Elementary International School of Gdansk (legal guardians) – one from each class group. The representatives are chosen for a term of office of one calendar year.

§ 31

Every year the board of parents of Elementary International School of Gdansk chooses a representative for a term of office of one year, starting from the beginning of calendar year. The representative together with the board of parents of Elementary International School of Gdansk represents parents (legal guardians) before the Foundation and the managing director of ISG.

Chapter IX

Teachers of Elementary International School of Gdansk

§ 32

Teachers of Elementary International School of Gdansk have the right to:

- a) such working conditions which enable the completion of didactic and educational aims of Elementary International School of Gdansk;
- b) respect for their views and beliefs;
- c) unhindered selection of educational and upbringing methods;
- d) use, in didactic and educational work, their own methods drawn up in a team of teachers of the Foundation's Schools.

§ 33

Teachers of Elementary International School of Gdansk are obliged to:

- a) have appropriate education and health conditions indispensable to perform their work tasks;

- b) participate in creating a curricular and co-curricular program of Elementary International School of Gdansk;
- c) lead educational classes assigned to him/her by the headmaster of Elementary International School of Gdansk;
- d) substitute for other teachers during classes, school trips and other after school activities as well as to perform supervision during school breaks etc.;
- e) effectively use the time of classes as well as to individualise didactic and educational work;
- f) teach and communicate with students in the English language;
- g) care for the health and safety of students during the time spent in Elementary International School of Gdansk and beyond school at the time of school trips;
- h) cooperate with specialists in the field of psychology and pedagogy;
- i) systematically improve their professional qualifications;
- j) cooperate with parents (legal guardians) regarding children's (charges') upbringing and education;
- k) participate in meetings of the board of teachers as well as in the meetings with parents, various celebrations and other meetings according to the schedule of work in Elementary International School of Gdansk;
- l) provide documentation for their work in conformity with the rules approved in ISG.

§ 34

The board of teachers consists of teachers working in Elementary International School of Gdansk and the principal of Elementary International School of Gdansk. The principal of Elementary International School of Gdansk is at the same time the leader of the board of teachers.

§ 35

The board of teachers of Elementary International School of Gdansk:

- a) develops the conceptual, didactic and character education work of Elementary International School of Gdansk on the basis of the development project of ISG and the school set of programmes. Additionally, the board of teachers decides about educational and didactic issues;
- b) assesses and promotes students;
- c) has the right to put forward the motion to the principal of Elementary International School of Gdansk to expel a student from Elementary International School of Gdansk.

Chapter X

Organisation of Elementary International School of Gdansk

§ 36

Basic organisational unit of Elementary International School of Gdansk is a class. A homeroom teacher takes care of the class.

§ 37

Didactic classes start in September and end in June. In Elementary International School of Gdansk didactic classes are held from Monday to Friday. A lesson lasts 45 minutes. In preschool departments and Grades 1 – 3 of Elementary School, the teacher regulates the time of the didactic classes and breaks. Depending on the character of the given subject, it is possible to organise the same didactic classes in the form of two blocked lesson hours, for example, 2 x 45 minutes, with a break regulated by a teacher.

§ 38

Some of the classes are held in Elementary International School of Gdansk in the ways that are not traditional. Namely, subjects such as foreign languages and physical education can join students from different classes, depending on their level and interests. The same concerns other subjects, if necessary, which may be the result of specific interests and skills of particular students. The size of the class in which the classes are held should depend on technical as well as organisational conditions and the character of particular classes.

§ 39

Elementary International School of Gdansk organises extra-curricular activities which develop students' interests and which are held after obligatory classes.

§ 40

Detailed organisation of teaching, education and care in the given school year is specified in the organisational plan of ISG, and is accepted by the board of directors of the Foundation. The plan takes into consideration the assumptions concerning organisation of work, which is included in school set of programmes to be accomplished in ISG. On the basis of this organisational plan, a week's schedule, which defines organisation of duties and additional educational activities, is set.

§ 41

Indispensable to the work of Elementary International School of Gdansk are school trips and after school outings which are organised by teachers in order to carry out various educational aims. All school trips and after school outings must be approved by the principal.

§ 42

In order to carry out educational aims, Elementary International School of Gdansk owns a computer room as well as other class or subject laboratories, which are properly equipped. Students can use the above-mentioned rooms, laboratories and sports facilities only under teacher supervision.

§ 43

Elementary International School of Gdansk contains a library and a reading room where books as well as multimedia sources are gathered. Special attention here is paid to encyclopaedic publications, school set texts, films and educational recordings in the English language. Additionally, the library keeps the subscription of newspapers and magazines for students and teachers.

Chapter XI

Reporting and assessment principles in Elementary International School of Gdansk

§ 44

Teachers are obliged to maintain regular contact with students' parents (legal guardians) and to remain available for parents and students for one fixed hour weekly, apart from the time of casual didactic classes. The register of such duty hours with the place, day of the week and a set hour is fixed and put to public notice in September, for the whole school year.

§ 45

Parents (legal guardians) are informed about their children's education in the following forms:

- a) at the beginning of school year (in September) teachers provide parents with brief information concerning the educational offer of Elementary International School of Gdansk as well as the school demands established for the given year;
- b) during the school year parents participate in the meetings organised by a form teacher in accordance with work schedule of Elementary International School of Gdansk;
- c) parents participate in individual meetings which are organised at a set date. A student, a parent and a homeroom teacher take part in such meetings;
- d) at the end of school year parents are informed via certificates compiled according to the binding law.

§ 46

Each teacher establishes and specifies his or her own assessment system which must fulfil the following conditions:

- a) clearly states the expectations;
- b) is made known to both: parents and students;
- c) utilizes frequent assessment in a variety of forms;
- d) every mark is disclosed and justified by a teacher;
- e) assessment is systematic and just;
- f) in grades I – III of elementary school, assessment is reported in a descriptive form;
- g) in grades IV – VI of elementary school, assessment takes the form of that approved by the Polish Ministry of Education (MEN) in the following way:

Percent of earned points	Marks according to the MEN scale
Less than 50%	1
50 – 59%	2
60 – 74%	3
75 – 90%	4
90 – 99%	5
100% and higher	6

A final mark is calculated from points earned collectively during the entire school year.

§ 47

A final behavioural mark in grades I-III is descriptive, and in classes IV-VI is established based on the MEN scale. This mark is assigned by the homeroom teacher after consultation with students and teachers.

§ 48

In case of unsatisfactory marks at the end of school year, a homeroom teacher informs student's parents (legal guardians) at least three weeks before the classification. In such reporting a written form is required. The unsatisfactory mark given by a teacher can be altered only by a re-take which takes place, according to the binding regulations, in the last week of summer break.

§ 49

Teachers should inform the students and their parents (legal guardians) about positive marks which are to be given at least one week before the classification. Parents are informed about their children's marks via students or during the meetings.

§ 50

A classification exam is given and prepared by a teacher of the particular subject, in a form specified by him/her, at the request of an interested student or his/her parents, at the time previously fixed with the principal of a school in case of:

- a) lack of grounds to establish a mark because of the absence of a student which comes to over 50% of classes from the given subject (if the absence is not justified, the agreement of the board of teachers is required);
- b) a student with individual system of education – a student is allowed to study in such a system with the principal's consent. S/he collects all the final marks on the given report, on which it is fundamental to have earned all the student's semester credits. (individual system of education is, in most cases, granted in case of longer, planned absences of a student, connected, for instance, with foreign exchange, long term medical treatment, sports career of a student etc.);
- c) the need to document the acquisition of the given subject beyond school.

Chapter XII **Final decisions**

§ 51

The statute is equally valid for all the members of school community – teachers, students, parents, a headmaster, service and administration workers.

§ 52

Elementary International School of Gdansk gathers and stores the documentation in conformity with separate regulations.

§ 53

The above presented statute can be amended by the Foundation's Council.

§ 54

From 01 July 2013, the former ISG statute is no longer valid. The above statute becomes valid from this day.