



STATUTE OF INTERNATIONAL SCHOOL OF GDANSK

Chapter I General decisions

§ 1

International School of Gdansk hereinafter referred to as ISG has the organisational character of the assembly of schools. It has been established and is run by the Educational Foundation of Gdansk hereinafter referred to as the Foundation. ISG includes: High International School of Gdansk, Middle International School of Gdansk, Elementary International School of Gdansk and International Preschool of Gdansk.

§ 2

International School of Gdansk is based on the school's curriculum developed by the teaching staff of ISG pursuant to the programme basis of general education approved by the National Minister of Education as well as the foreign organization. The principles concerning the organisation of work, the assessment of students, the prevention programme, the character education programme and the curriculum are an integral part of the school's set of programmes.

§ 3

ISG is situated in the city of Gdansk.

Chapter II The Foundation's Authority

§ 4

The Council of the Foundation:

- a) provides the statute of ISG;
- b) approves the competition rules for the managing director of ISG;

- c) can put forward a motion to the plenipotentiary of the Foundation to dismiss the managing director of ISG from his post before his/her term of office expired.

The Board of Directors of the Foundation:

- a) holds factual, organisational as well as financial control over the activity of ISG via the plenipotentiary of the Foundation as well as the director of the Foundation's Office;
- b) solves the conflicts amongst particular organs of ISG;
- c) passes "Work Regulations" and "Remuneration Regulations" of the International School of Gdansk after these have been consulted with the managing director of ISG and at the request of the manager of the Foundation's Office.

§ 5

The plenipotentiary of the Foundation holds control over factual and organisational aspect of the work of the High International School of Gdansk, Middle International School of Gdansk, Elementary International School of Gdansk and International Preschool of Gdansk, in particular:

- a) appoints and dismisses the managing director of ISG;
- b) approves the competition rules for the principals of High International School of Gdansk, Middle International School of Gdansk, Elementary International School of Gdansk and International Preschool of Gdansk;
- c) appoints and dismisses the principal of High International School of Gdansk, Middle International School of Gdansk and Elementary International School of Gdansk;
- d) holds control over maintaining appropriate level of intake into a school of students and teachers of ISG;
- e) after informing the managing director of ISG the plenipotentiary can organise and conduct research on the didactic and educational impact of High International School of Gdansk, Middle International School of Gdansk, Elementary International School of Gdansk and International Preschool of Gdansk. In addition, the person can examine the opinion of students, parents and teachers concerning the work and functioning of High International School of Gdansk, Middle International School of Gdansk , Elementary International School of Gdansk and International Preschool of Gdansk;
- f) endorses the organisational plan of ISG.

§ 6

The manager of the Foundation's Office is responsible for the financial policy of ISG and in particular:

- a) established the amount of the tuition fee;
- b) approves the budget of ISG;
- c) accepts a report on the budget being fulfilled;
- d) holds control over the accomplishment of renovations and investments within ISG;
- e) specifies the size and the type of financial obligations which the managing director of ISG can take out independently. The managing director has access to financial means in accordance with the budget accepted by director of the Foundation's Office.

Chapter III

Management of International School of Gdansk

§ 7

The managing director of ISG is appointed for a four-year term by the plenipotentiary of the Foundation, after the decision has been consulted with the board of directors of the Foundation. After his/her term of office 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. The plenipotentiary of the Foundation may dismiss the managing director of ISG before his term of office expired at the request of the Council of the Foundation.

§ 8

The plenipotentiary of the Foundation together with the Board of Teachers decides to appoint a temporary managing director of ISG for a second term of office at the latest three months before the expiration of the term of office of the managing director of ISG. 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 managing director from his post.

§ 9

The regulations of the competition for the managing director of ISG are approved by the Council of the Foundation.

§ 10

The managing director of ISG:

- a) manages ISG on behalf of the Foundation and employs all the workers;
- b) cares for the image, the prestige and the reputation of ISG;
- c) represents ISG;
- d) creates the atmosphere of responsibility, obligation, mutual respect and cooperation amongst the employed and the students of ISG.

§ 11

The managing director of ISG is obliged to:

- a) draw up a project of the development of ISG prepared together with the principals of High International School of Gdansk, Middle International School of Gdansk , Elementary International School of Gdansk and International Preschool of Gdansk in agreement with the plenipotentiary of the board of directors of the Foundation;
- b) prepare, on the basis of the requests of the headmasters of High International School of Gdansk, Middle International School of Gdansk, Elementary International School of Gdansk and International Preschool of Gdansk, the organisational plan of ISG for the following school year. This must be done annually by the 15th of May and must be submitted for approval of the plenipotentiary of the Foundation;
- c) submit for approval of the director of the Foundation a preliminary budget of ISG for the following school year, annually, by the 20th of June. The final budget of ISG must be presented by the 30th of September;
- d) annually, before the beginning of the school year, approve updating of the school set of programmes being put into practice in ISG which has been prepared by the teaching staff of ISG. The above-mentioned updating consists of projections concerning the organisation of work, the character education programme, the prevention programme, the students' assessment regulations within the schools as well as the syllabus.
- e) annually, by the 15th of October, provide the director of the Foundation's Office with a report on the budget expenditures of ISG in the previous school year;

§ 12

The managing director of ISG is obliged to:

- a) employ all the workers of ISG and specify the scope of their duties and remuneration in accordance with the current needs and the budget of ISG;
- b) execute the approved budget of ISG;
- c) control discipline in the workplace;
- d) be responsible for the Foundation's property;
- e) manage renovation works and all the investments within ISG.

Chapter IV

Teaching staff of International School of Gdansk

§ 13

Teachers who are to be employed in ISG for the first time, are, from the beginning of the school year, selected via competitions which are organised once a year, in the spring and are adjudicated by the managing director of ISG together with the appropriate principals of either High International School of Gdansk, Middle International School of Gdansk, Elementary International School of Gdansk or International Preschool of Gdansk. All decisions are made in the presence of the plenipotentiary of the Foundation and the Competition Commission appointed by him/her.

§ 14

Teachers are employed by the managing director of ISG in compliance with the Employment Code, the Rules of Employment and the Rules of Remuneration of International School of Gdansk. The employment of teachers beyond the competition procedure is possible during the school year in case of unpredicted circumstances.

Chapter V

Final decisions

§ 15

The text of the given statute can be amended by the Council of Educational Foundation of Gdansk.

§ 16

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