



STATUTE
ELEMENTARY INTERNATIONAL SCHOOL OF GDANSK

Section I
General Provisions

§ 1

1. Elementary International School of Gdansk, hereinafter referred to as the Elementary School, was established and is run by the Gdansk Educational Foundation, hereinafter referred to as the Foundation.
2. The Elementary School provides eight-year education.
3. The Elementary School runs preschool groups which carry out the preschool education programme.
4. The Elementary International School of Gdansk is a non-public school.

§ 2

1. Elementary International School of Gdansk may run the following sections:
 - 1) Polish, working on the basis of programs taking into account the Polish core curriculum;
 - 2) bilingual with English, working on the basis of the programs taking into account the Polish core curriculum;
 - 3) international, working on the basis of the program of a foreign educational institution and the Polish core curriculum.
2. In international sections, the language of instruction is English or another language of instruction.
3. In accordance with the regulations on international sections:
 - 1) to the students who have Polish citizenship, the Elementary School provides Polish language, history of Poland and geography of Poland classes in the mother tongue;
 - 2) to the students who do not have Polish citizenship, the Elementary School provides teaching of the Polish language at a level adapted to the needs and capabilities of foreigners.

§ 3

1. Elementary International School of Gdansk is part of an organizational unit called International School of Gdansk, hereinafter referred to as ISG.
2. The ISG also includes High International School of Gdansk and International Preschool of Gdansk, hereinafter referred to as High School and Preschool, respectively.
3. The manager of all ISG employees is the managing director of ISG, who represents the Foundation to the students and their parents (legal guardians). The rules governing the cooperation between the following: Preschool, Elementary School and High School are described in the Statute of the International School of Gdansk.

§ 4

The head office of the Elementary School and the place of classes is Gdansk, Biała 1 Street.

§ 5

The pedagogical supervision over the school is exercised by the Pomeranian Chief Education Officer.

Section II Objectives and tasks of the Elementary School

§ 6

1. The objective of the Elementary School is to support the student's development, optimally to his or her psychophysical and developmental abilities.
2. The objectives of the Elementary School concern in particular:
 - 1) supporting the individual development of each student;
 - 2) building a system of values in the spirit of respect for dignity and freedom of belief and religion;
 - 3) developing social skills;
 - 4) taking care of students and ensuring full safety during their stay at the Elementary School;
 - 5) cooperating with the family in the scope of upbringing and school education.

§ 7

1. The Elementary School creates organizational conditions for the implementation of didactic, educational and caring tasks.
2. The main didactic tasks of the Elementary School are related to:
 - 1) enabling students to acquire knowledge and skills included in the school set of curricula;
 - 2) preparing students for further education and developing their talents..

3. The main educational caring tasks of the Elementary School are related to:
 - 1) implementing a proprietary preventive and educational program;
 - 2) supporting family in the process of upbringing;
 - 3) ensuring direct, constant care for students during their stay at the Elementary School and during the activities organized by the Elementary School outside its premises, adjusting working methods and the ways of influencing to the age of the students and their development abilities.
4. Educational tasks are carried out with the support of the Psychological and Pedagogical Clinic "Osiek," established for the needs of the Foundation's schools and institutions.
5. On its own initiative, the School introduces pedagogical innovations, that is, an innovative curriculum, organizational or methodological solutions aimed at improving the quality of the School's work.

Section III Elementary School Community

§ 8

All members of the Elementary School community, that is, students, parents (legal guardians) and employees are required to comply with the provisions of the Elementary School statute and ISG statute as well as:

- 1) to take care of the good name of the Elementary School and ISG;
- 2) to respect the views and beliefs of other people;
- 3) to show mutual respect;
- 4) to behave with dignity and culture;
- 5) to take care of the property of the Elementary School and ISG;
- 6) to repair the damage caused by them.

§ 9

1. There is a total ban on smoking, using e-cigarettes, drinking alcohol and using other intoxicants and substances that cause addiction on the premises of ISG and during classes, camps and school trips organized by the Elementary School.
2. It is also forbidden to possess, make available and induce others to use the aforementioned means. This prohibition applies to all the members of the School community.

§ 10

The members of Elementary School community have the right to protect their statutory privileges by appealing to the authority running the Elementary School.

Section IV
Elementary School funding methods

§ 11

The Elementary School is financed by the tuition fees paid by the parents (legal guardians), subsidies from the municipality and other sources consistent with the law.

§ 12

The detailed rules for paying the tuition fees by the parents (legal guardians) are contained in the Regulations for payments and discounts at International School of Gdansk and Rules of Students' enrollment to Grade 1 Elementary International School of Gdansk.

Section V
Elementary School Authorities

§ 13

1. The authorities of the Elementary School are:
 - 1) the Director of the Elementary School;
 - 2) the Students' Council;
 - 3) the Parents' Council;
 - 4) the Teachers' Council.
2. The rules of work of the Student's Council, Parents' Council and Teachers' Council are specified in a separate regulations adopted by these authorities.

§ 14

1. The Elementary School Director term of office is 4 years.
2. The terms of office of the Students', Parents' and Teachers' Councils are one year.

§ 15

The Resolutions of the Students', Parents' and Teachers' Councils of the Elementary School are passed by a simple majority of votes in the presence of at least half of those entitled to vote.

Section VI
Elementary School Director

§ 16

The Director of the Elementary School is appointed by the Managing Director of ISG for a four-year term. He or she may be dismissed by the Managing Director before the end of his or her term of office at the request of the Representative of the Gdansk Educational Foundation, hereinafter referred to as the Representative of the Foundation. After the end of the term of office, he or she is entitled to work as an ISG teacher. The Managing Director of ISG defines the weekly number of classes he or she conducts.

§ 17

1. No later than three months before the Elementary School Director end of the term of office, the Managing Director of ISG, after consulting the Teachers' Council, decides to appoint the current Director of the Elementary School for the next term of office or organizes a competition for this position.
2. The competition is also organized in the event of dismissal or resignation of the Elementary School Director from his or her position.

§ 18

The regulation of the competition for the Director of the Elementary School is to be approved by the Representative of the Foundation.

§ 19

The Elementary School Director:

- 1) at the beginning of each term of office, regardless of the form of appointment, develops and presents to the Representative of the Foundation, the Teachers' Council and the Parents' Council the concept of the school's development and operation for his/her term of office;
- 2) shapes the creative atmosphere at work, creates conditions for improving the quality of education;
- 3) inspires teachers and implements innovative pedagogical, educational and organizational solutions at school, after obtaining the approval of the Representative of the Foundation and the Managing Director of ISG;
- 4) directs and is responsible for the day-to-day teaching and educational care activities as well as for the organization of the School work.

§ 20

The Elementary School Director, in particular:

- 1) represents the Elementary School;
- 2) cooperates with the Students' Council and Parents' Council;
- 3) chairs the Elementary School Teachers' Council;
- 4) exercises the pedagogical supervision over teacher teaching in the Elementary School;
- 5) participates in the preparation of the organizational plan of the Elementary School;
- 6) participates in the preparation of the Elementary School budget;
- 7) annually, by September 30, submits to the Teachers' Council a plan of didactic and educational work of the Elementary School for a given school year, based on the projects of the Elementary School Teachers' Council and on the basis of the budget approved by the Director of the Foundation's Office;
- 8) annually establishes and announces the recruitment criteria, developed in consultation with the Representative of the Foundation and the Managing Director of ISG;

- 9) submits an application to the Managing Director of ISG to organize a competition for a teacher, if necessary;
- 10) takes care of safety at school, with putting emphasis on OHS and fire protection regulations;
- 11) is responsible for cleanliness and aesthetics on the premises of the Elementary School.

§ 21

1. After obtaining the approval of the Foundation Board, the managing director of ISG may appoint the Deputy Director of the Elementary School.
2. The competences and duties of the Deputy Director of the Elementary School are defined by the managing director of ISG.

Section VII Elementary School Students

§ 22

1. Students are admitted to the Elementary School according to the criteria announced no later than in the last quarter of the calendar year - for the next school year, posted on the Elementary School website.
2. The recruitment process consists of filling in and submitting the Application Form, an individual conversation between the parents (legal guardians) and the Director of the Elementary School.
3. The final decision about admitting a child to school is made by the Director of Elementary International School of Gdansk.

§ 23

The Elementary School students have the right to:

- 1) an individualized care and didactic process adjusted to their own needs and abilities as well as a proper educational care;
- 2) good preparation for further education and social functioning;
- 3) getting familiar with the program of education and upbringing;
- 4) using additional hours of consultation with teachers within the agreed period in justified cases (e.g. longer, excused absences, preparation for the subject competition);
- 5) unfettered local government activity;
- 6) respect for personal dignity;
- 7) protection against all forms of physical or mental violence.

§ 24

The Elementary School students are required to:

- 1) participate in all the classes included in the curriculum or provide excuse evidence for the absence;
- 2) use the time devoted to learning at school effectively;
- 3) systematically prepare for school activities, make up for gaps in their knowledge resulting from absences from class;
- 4) behave with respect towards all members of the school community;
- 5) take care of school aesthetics and keep order in the school and the school area, take care of school property and counteract all manifestations of its devastation;
- 6) remain on the school premises during educational activities

§ 25

1. A system of honours, rewards, admonitions and punishments for students applies in the school.
2. Students who carry out their duties in a distinctive manner or otherwise distinguish themselves in the school community may be given praise or be awarded prizes, such as:
 - 1) verbal praise from the subject teacher and/or class supervisor and/or director;
 - 2) a letter of praise;
 - 3) an in-kind award.
3. Against students who do not fulfil their school duties, violate the order and organizational arrangements of the School and the provisions of the Statute, engage in inappropriate behaviour and do not comply with the norms of social coexistence, consequences may be drawn and penalties applied, such as:
 - 1) a conversation between the student and the subject teacher and/or class supervisor and/or director and/or school counsellor/psychologist;
 - 2) a conversation between the student and the subject teacher, and/or class supervisor and/or director and/or school counsellor/psychologist in the presence of the student's legal guardians;
 - 3) a written warning from the class supervisor with the threat of lowering the behavioural grade;
 - 4) verbal or written reprimand from the school director;
 - 5) removal of the student from the student list.

§ 26

1. In the event of a violation of the student's rights, the student or his or her parent (legal guardian) has the right to lodge a complaint with the Director of the Elementary School within 7 working days from the date on which such violation took place.
2. In the event of a written complaint referred to in Par. 1, the Director of the Elementary School shall conduct the investigation within 14 days from the date of receipt of the complaint, in the case of difficult and complex matters, within one month..
3. After the investigation, the Director of the Elementary School shall provide a written response to the complaint.

§ 27

1. The Elementary School Students' Council is composed of students' representatives elected in each class of the Elementary School - two from each class.
2. The representatives are elected for a term of office of one calendar year.

§ 28

1. The Chairman of the Elementary School Students' Council is elected for a one-year term of office, lasting from the beginning of the calendar year, in general elections organized by the Students' Council among all Elementary School students.
2. The Chairman, together with the Elementary School Students' Council, represents the students towards the Director of the Elementary School and the managing director of ISG.

§ 29

1. The Director of the Elementary School may, by way of administrative decision, remove a student from the students list.
2. Removing a student from the students list of the Elementary School takes place on the basis of a resolution of the Teachers' Council.
3. The resolution referred to in Par. 2 may be taken in the event of a gross violation of the provisions of the Elementary School Statute by a student.

§ 30

1. The School has the right to terminate the Agreement for the provision of educational services at the Elementary International School of Gdansk with immediate effect, in the event of a gross violation of this Agreement by the student's parents (legal guardians).
2. A serious breach of the Agreement is considered, including but not limited to, a delay of payment of the tuition fee due to the Elementary School for two months by the student's parents (legal guardians).
3. The student registration form referred to in §22 Par. 2 is treated as an Agreement for the provision of education services at the Elementary School.

Rozdział VIII

Rodzice

§ 31

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

- 1) receive reliable, current information about their children (pupils);
- 2) become familiar with the curriculum and upbringing program;
- 3) obtain advice and guidance from teachers in identifying the causes of possible cognitive and educational difficulties and in selecting methods of providing help to a student;

- 4) be informed about the student's health condition, including sharing held certificates, opinions and medical certificates;
- 5) give opinions through their representatives on the directions of operation of the Elementary School.

§ 32

Students' parents (legal guardians) are obliged to:

- 1) supervise the progress in learning and behavior of their children (pupils)
- 2) timely bring and pick up a student from the Elementary School
– in person or by a written authorized person ensuring full security;
- 3) inform about the reasons for the student's absence;
- 4) personally contact a teacher or the Director of the Elementary School at his or her request;
- 5) pay fees regularly and timely, in accordance with the Regulations of payment and discounts at the International School of Gdansk, under the pain of charging interest for the late payment and termination of the Agreement for the provision of education services at Elementary International School of Gdansk with immediate effect, as referred to in §30 Par. 1.

§ 33

Parents and teachers are obliged to cooperate with each other in order to effectively influence the education of the student and determine the path of his or her individual development.

§ 34

1. The Elementary School Parents' Council is made up of representatives of parents (legal guardians) elected in each class of the Elementary School - two from every class.
2. Representatives are elected for a term of office of one calendar year.

§ 35

1. The Elementary School Parents' Council annually elects the Chairman for a one-year term of office commencing from the beginning of the calendar year.
2. The Chairman, together with the Elementary School Parents' Council, represents the parents (legal guardians) before the Foundation, Director of the Elementary School and the Managing Director of ISG

Section IX
Elementary School Teachers

§ 36

Elementary School Teachers have the right to:

- 1) working conditions enabling the implementation of didactic and educational plans of the Elementary School;
- 2) respect for one's views and beliefs;
- 3) free choice of methods of education and upbringing;
- 4) using in teaching and education activities proprietary solutions developed by the team of teachers of schools and institution of the Foundation.

§ 37

The Elementary School teachers are obliged to:

- 1) have an appropriate education and health conditions necessary to practice the profession;
- 2) participate in shaping the basic and additional offer of the Elementary School;
- 3) conduct educational and upbringing activities entrusted by the Director of the Elementary School;
- 4) take up substitutions and caring activities, e.g. such as duty during school breaks, looking after students during travels and trips out of school;
- 5) use the class time effectively and individualize their didactic and educational work;
- 6) care for the health and safety of students during their stay in the Elementary School and outside its premises during school travels and trips;
- 7) cooperate with specialists providing psychological and pedagogical support;
- 8) systematically improve their professional qualifications;
- 9) cooperate with the parents (legal guardians) in the matters of upbringing and teaching the students;
- 10) participate in meetings of the Teachers' Council, meetings with parents as well as events, celebrations, meetings resulting from the Elementary School's work schedule;
- 11) keep the record of their work according to the rules adopted at ISG.

§ 38

1. The Teachers' Council consists of teachers working in the Elementary School and the Director of the Elementary School.
2. The Director of the Elementary School is the Chairman of the Teachers' Council.

§ 39

Elementary School Teachers' Council:

- 1) on the basis of the ISG development project and the school set of curricula, develops a concept of didactic and educational work of the Elementary School and resolves the basic didactic and educational issues;

- 2) classifies and promotes students;
- 3) adopts a resolution to remove a student from the Elementary School.

Section X
Organization of the Elementary School

§ 40

1. The primary organizational unit of the Elementary School is the class group.
2. The class group is looked after by a teacher – a homeroom teacher.

§ 41

1. The school year begins in September and ends in August.
2. At the Elementary School, classes are held from Monday to Friday.
3. A class hour is 45 minutes.
4. In the Preschool section and in grades 1-3 of the Elementary School, the teacher alone regulates the time of classes and breaks during the classes entrusted to him or her.
5. In older grades, depending on the nature of the classes, it is possible to organize the same type of classes in two-hour blocks - 2 x 45 minutes, with a break controlled by the teacher.

§ 42

1. Some classes are conducted in the Elementary School with an exemption from the class-lesson system. In particular, language learning and physical education classes can combine students from different classes, depending on their level of proficiency and interests. The same applies to other subjects, if necessary, due to the specific interests and abilities of individual students.
2. The size of the groups in which classes are organized should depend on the technical and organizational conditions and the specifics of each class.

§ 43

1. If necessary, classes at the school may be held with the use of methods and techniques of remote education.
2. The choice of methods and techniques of distance learning shall be decided by the headmaster in consultation with the Teachers' Council.
3. The Elementary School shall provide each student with a school email account for secure log-in into platforms used for remote learning.
4. Course materials are available to logged-in students on selected platforms, and may also be available in another form depending on the reported needs of the parent/student.
5. Secure remote learning shall be implemented taking into account:
 - 1) balanced workload for students on each day of the week;
 - 2) a variety of classes on each day;
 - 3) psychophysical capabilities of students in undertaking intensive mental effort during the day;

- 4) the combination of alternating education with and without the use of screen monitors;
 - 5) limitations arising from the specifics of the classes;
 - 6) the need to ensure safety resulting from the specifics of the classes.
6. Confirmation of the participation of students in classes using methods and techniques of remote learning is his/her attendance by logging on the selected platform, confirmed by the record of attendance in the electronic logbook.
 7. Educational platforms and software in remote learning are free of charge for the student and parent.
 8. Remote learning classes are held using private ICT devices of students or parents. Such a device should be equipped with a screen, camera, microphone and speakers (possibly headphones) and connected to the Internet.
 9. All participants in remote learning are required to observe safety rules in working with the computer and on the Internet.

§ 44

1. The Elementary School provides students with care at least from 8.00 – 17.00.
2. After the obligatory didactic classes, daycare and extracurricular activities are organized to develop the students' interests.

§ 45

1. The detailed organization of teaching, upbringing and care in a given school year is determined by the ISG organizational plan, approved by the Representative of the Foundation, developed taking into account the assumptions regarding the organization of work contained in the school set of curricula implemented in the Schools.
2. On the basis of the ISG organization plan, a weekly timetable is established, which determines the organization of obligatory and extracurricular educational activities.

§ 46

1. A necessary element of the Elementary School's work, not resulting directly from the organizational plan, are travels and trips organized by the teachers in order to accomplish the educational and teaching tasks.
2. Each travel and trip should take place after obtaining the consent of the Elementary School Director.

§ 47

1. In order to carry out its educational tasks, the Elementary School has adequately equipped: computer lab, subject labs and sports facilities.
2. Students may use the workshops and sports facilities only under the supervision of a teacher.

§ 48

ISG has a library with a reading room, which collects books and multimedia resources.

Section XI
Principles of informing and grading in the Elementary School

§ 49

Parents (legal guardians) are informed about the education of their children (charges) as follows:

- 1) at the beginning of the school year, they receive short information from homeroom teachers about the didactic and educational offer of the Elementary School for a given school year;
- 2) have access to the electronic register;
- 3) during the school year they participate in meetings conducted by the homeroom teachers, organized in accordance with the Elementary School work schedule;
- 4) participate in organized (at the agreed time) individual meetings: student - parents - homeroom teachers;
- 5) receive information about the results of the mid-term classification;
- 6) at the end of the school year, they are informed through certificates drawn up in accordance with applicable law.

§ 50

The Elementary School conducts a systematic analysis of the effects of its work by:

- 1) annual organization (in accordance with the schedule prepared by the Director of the Elementary School) of diagnosis campaigns aimed at collecting information on the scope of knowledge and skills acquired by the students of individual class and language groups;
- 2) annual surveys, formulated by the Representative of the Foundation, aimed at collecting opinions of students, parents and teachers about the work of the Elementary School;
- 3) systematic collecting of information about the post-graduate history of Elementary School graduates.

§ 51

1. Detailed rules for informing and grading of students are described in the In-school Grading Rules, which form an integral part of the Statute.
2. Each teacher develops the Subject Grading Principles in accordance with the In-school Grading Rules.

Section XII
Final provisions

§ 52

This Statute applies to all the members of the school community.

§ 53

The text of this Statute is updated by the Foundation Council.

§ 54

As of October 27th, 2022, the to-date Statute of the Elementary School of Gdansk expires, and this Statute comes into force.

Gdansk Educational Foundation CEO

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Ewa Czech

Gdansk Educational Foundation Board Member

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Bożena Pawlak