



STATUTE
HIGH INTERNATIONAL SCHOOL OF GDANSK

Section I
General provisions

§ 1

1. High International School of Gdansk hereinafter referred to as the High School, was established and is run by the Gdansk Educational Foundation, hereinafter referred to as the Foundation.
2. The High School provides a four-year education cycle.
3. High International School of Gdansk is a non-public school for youth.

§ 2

1. High International School of Gdansk may run the following school 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 the international sections, the language of instruction is English or another language of instruction.
3. In accordance with the regulations on international sections:
 - 1) to students who have Polish citizenship, the High School provides Polish language, history of Poland and geography of Poland classes in the mother tongue;
 - 2) to students who do not have Polish citizenship, the High School provides Polish language teaching at the level adapted to the needs and capabilities of foreigners.

§ 3

1. High International School of Gdansk is a part of an organizational unit called International School of Gdansk, hereinafter referred to as ISG.
2. The ISG also includes Elementary International School of Gdansk and International Preschool of Gdansk, hereinafter referred to as Elementary 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 High School and the place of classes is Gdansk, 1 Biała Street.

§ 5

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

Section II Tasks and objectives of the High School

§ 6

1. The objective of the High School is to support the student's development, optimally to his or her psychophysical and developmental abilities.
2. The objectives of the High 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 the students and ensuring full safety during their stay at the High School;
 - 5) cooperating with the family in the scope of upbringing and school education.

§ 7

1. The High School creates organizational conditions for the implementation of didactic, educational and caring tasks.
2. The main didactic tasks of the High 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 and caring tasks of the High School are related to:
 - 1) implementing a proprietary preventive and educational program;
 - 2) supporting families in the process of upbringing;
 - 3) ensuring direct, constant care for students during their stay at the High School and during the activities organized by the High School outside its premises, adjusting

the working methods and the ways of influencing 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 work.

Section III High School Community

§ 8

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

- 1) to take care of the good name of the High 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 High 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 the classes, camps and school trips organized by the High 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

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

Section IV
High School funding methods

§ 11

The High 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 are contained in the Regulations for payments and discounts at International School of Gdansk and the Rules of Students' enrolment to International School of Gdansk.

Section V
High School Authorities

§ 13

1. The authorities of the High School are:
 - 1) the Director;
 - 2) the Students' Council;
 - 3) the Parents' Council (in the event of its creation on the initiative of the parents);
 - 4) the Teachers' Council.
2. The rules of work of the Students' Council, Parents' Council and Teachers' Council are specified in separate regulations adopted by these authorities.

§ 14

1. The High School Director's 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 High School are passed by a simple majority of votes in the presence of at least half of those entitled to vote.

Section VI
High School Director

§ 16

The Director of the High 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 High School Director's end of the term of office, the Managing Director of ISG, after consulting the Teachers' Council, decides to appoint the current Director of the High 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 High School Director from his or her position.

§ 18

The regulations of the competition for the Director of the High School are approved by the Representative of the Foundation.

§ 19

The High 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 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 High School Director, in particular:

- 1) represents the High School;
- 2) cooperates with the Students' Council and Parents' Council;
- 3) chairs the High School Teachers' Council;
- 4) exercises the pedagogical supervision over teacher teaching in the High School;
- 5) participates in the preparation of the organizational plan of the High School;
- 6) participates in the preparation of the High School budget;
- 7) annually, by October 31st, submits to the Teachers' Council a plan of didactic and educational work of the High School for a given school year, based on the projects of the High 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, putting emphasis on OHS and fire protection regulations;
- 11) is responsible for cleanliness and aesthetics on the premises of the High School.

§ 21

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

Section VII High School Students

§ 22

1. Students are admitted to the High 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 High School website.
2. The recruitment process involves filling in and submitting the Application Form, and an individual conversation with the Director of the High School.
3. The final decision about admitting a child to school is made by the Director of High School.

§ 23

The High School students have the right to:

- 1) an individualized care and didactic process adjusted to one's 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 High 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) supplement knowledge gaps resulting from absences;
- 4) systematically prepare for school activities;
- 5) behave with respect towards all members of the school community;
- 6) maintain school aesthetics and order in the school premises, take care of school property and counteract all manifestations of devastation;
- 7) stay on the school premises during the 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 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 High 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 High 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 High School shall provide a written response to the complaint.

§ 27

1. The High School Students' Council is composed of students' representatives elected in each class of the High School - one from each class.

2. The representatives are elected for a term of office of one calendar year.

§ 28

1. The Chairman of the High 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 High School students.
2. The Chairman, together with the High School Students' Council, represents the students before the Director of the High School and the Managing Director of ISG.

§ 29

1. The Director of the High School may, by way of administrative decision, remove a student from the students list.
2. Removing a student from the students list of the High 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 High School Statute by a student.

§ 30

1. The School has the right to terminate the Agreement for the provision of educational services at the High 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 High 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 High School.

Section VIII Parents

§ 31

The 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 for the student;
- 4) be informed about the health of the student, including access to reports, opinions and medical certificates;
- 5) express opinions through their representatives on the direction of the High School's activities.

§ 32

Students' parents (legal guardians) are obliged to:

- 1) watch over the progress in learning and behaviour of their children (pupils);
- 2) inform about the reasons of the student's absence;
- 3) maintain personal contact with a teacher or the Director of the High School at his or her request;
- 4) pay the 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 High 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 High School Parents' Council consists of representatives of parents (legal guardians) elected in each class of the High School - two from every class.
2. The Representatives are elected for a term of office of one calendar year.

§ 35

1. The High 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 High School Parents' Council, represents the parents (legal guardians) before the Foundation, Director of the High School and the Managing Director of ISG.

Section IX High School Teachers

§ 36

High School Teachers have the right to:

- 1) working conditions enabling the implementation of didactic and educational plans of the High 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 institutions of the Foundation.

§ 37

The High School teachers are obliged to:

- 1) have an appropriate education and health conditions necessary to practise the profession;
- 2) participate in shaping the basic and additional offer of the High School;
- 3) conduct educational and upbringing activities entrusted by the Director of the High 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) teach and communicate with students in English or another language of instruction at international branches;
- 7) care for the health and safety of students during their stay in the High School and outside its premises during school travels and trips;
- 8) cooperate with specialists providing psychological and pedagogical support;
- 9) improve their professional qualifications systematically;
- 10) cooperate with the parents (legal guardians) in the matters of upbringing and teaching the students;
- 11) participate in meetings of the Teachers' Council, meetings with parents as well as events, celebrations, meetings resulting from the High School's work schedule;
- 12) keep record of their work according to the rules adopted at ISG.

§ 38

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

§ 39

High School Teachers' Council:

- 1) on the basis of the school development project and the school's set of curricula, develops a concept of didactic and educational work of the High School and resolves the basic didactic and educational issues;
- 2) classifies and promotes students;
- 3) adopts a resolution to remove a student from the High School.

Section X Organization of the High School

§ 40

1. The primary organizational unit of the High School is the class group.

2. The class group is looked after by a teacher – the homeroom teacher.

§ 41

1. The school year begins in September and ends in August.
2. At the High School, classes are held from Monday to Friday.
3. A class hour is 45 minutes.
4. Depending on the nature of the classes, it is possible to organize the same type of didactic classes in two-hour blocks - 2 x 45 minutes, with a break controlled by the teacher.

§ 42

1. Some classes are conducted in the High 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. In the case of necessity/force majeure, classes at the High School may be held using distanced learning methods and techniques.
2. The choice of information and communication technologies used by teachers for the implementation of the above classes and for the transmission of materials necessary for the implementation of these classes shall be decided by the teacher in consultation with the school director.
3. To ensure the conditions for safe participation of students in these classes, the High School:
 - 1) provides a digital platform with individual access for each student;
 - 2) provides adequate time for breaks between classes;
 - 3) takes into account the technical capabilities available to students;
 - 4) in the event of cyberbullying, immediately responds in accordance with established procedures;
 - 5) takes into account the mental and physical capabilities of students;
 - 6) plans classes taking into account the alternate use of screen monitors as well as without their use.
4. Confirmation of the participation of students in classes implemented using methods and techniques of distance learning is his/her attendance – logging onto the selected platform, confirmed by an entry of attendance in the electronic journal.

§ 44

Depending on the needs of students and organizational possibilities, apart from compulsory didactic classes, additional classes are conducted in the High School, developing 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 ISG.
2. On the basis of the organizational plan, a weekly timetable is established, which determines the organization of obligatory and additional educational activities.

§ 46

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

§ 47

1. In order to carry out its educational tasks, the High 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

§ 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 a homeroom teachers about the didactic and educational offer of the High 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 a homeroom teacher, organized in accordance with the High School's work schedule;

- 4) receive information about the results of the mid-term classification;
- 5) at the end of the school year, they are informed through certificates drawn up in accordance with applicable law.

§ 50

The High 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 High School) of Verification 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 the opinions of students, parents and teachers about the work of the High School;
- 3) systematic collecting of information about the postgraduate history of High 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 Autonomous High 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