



**STATUTE
INTERNATIONAL SCHOOL OF GDANSK**

**Section I
General provisions**

§ 1

1. International School of Gdansk, hereinafter referred to as ISG, has the organizational form of a school complex, was founded and is run by the Gdansk Educational Foundation, hereinafter referred to as the Foundation. \
2. The International School of Gdansk consists of:
 - 1) High International School of Gdansk;
 - 2) Elementary International School of Gdansk;
 - 3) International Preschool of Gdansk,hereinafter referred to as the High School, Elementary School and Preschool.

§ 2

1. The International School of Gdansk implements a school set of programs developed by a team of ISG teachers based on the mission of the Gdansk Educational Foundation schools, the core curriculum of general education approved by the Minister of National Education and the program of a foreign organization.
2. The integral part of the school curriculum are:
 - 1) work organization principles;
 - 2) preventive and educational program;
 - 3) subject rules of students' assessment;
 - 4) curricula.

§ 3

1. The head office of the International School of Gdansk is Biała 1 Street, Gdańsk.
2. The place of classes for each school and the preschool which make up for the International School of Gdansk is listed accordingly in the Statute for each individual school and the preschool.

Section II

Foundation's competences

§ 4

The Foundation Council:

- 1) grants the statute of ISG;
- 2) grants the statute of the High School, Elementary School and Preschool;
- 3) approves the regulations of the competition for the Managing Director of ISG;
- 4) may apply to the Representative of the Gdansk Educational Foundation, hereinafter referred to as the Representative of the Foundation, to dismiss the Managing Director of ISG before the end of the term of office.

§ 5

The Foundation Board:

- 1) mperforms substantive, organizational and financial supervision over the activities of ISG through the Representative of the Foundation and the Director of the Foundation's Office;
- 2) resolves disputes between individual ISG authorities;
- 3) after consulting the Managing Director of ISG, adopts the Work Regulations and Remuneration Regulations of the International School of Gdansk.

§ 6

The Representative of the Foundation supervises the content and organizational aspects of the work of the High School, Elementary School and Preschool, in particular:

- 1) appoints and dismisses the Managing Director of ISG;
- 2) approves the regulations of the competition for the Director of High School, Elementary School and Preschool;
- 3) may apply to the Managing Director of ISG for a dismissal of the Director of the High School, Elementary School or Preschool before the end of the term of office;
- 4) supervises the maintenance of the appropriate level of enrolment of students and teachers for ISG;
- 5) after informing the ISG Managing Director, may organize and conduct research on the effects of didactic and educational work of the High School, Elementary School and Preschool, and research on the opinions of students, parents (legal guardians) and teachers about the activities of the High School, Elementary School and Preschool;
- 6) approves the organizational plan of ISG.

§ 7

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

- 1) determines the amount of tuition fees;
- 2) approves the budget of ISG;

- 3) approves the budget implementation report;
- 4) supervises the implementation of repairs and investments on the premises of ISG;
- 5) determines the size and type of financial obligations that the Managing Director of ISG may incur on his or her own, having funds in accordance with the budget approved by the Director of the Foundation Office.

Section III

Managing Director of the International School of Gdansk

§ 8

1. The Managing Director of ISG is appointed by the Representative of the Foundation, after consulting the Foundation Council, for a four-year term of office. After the end of the term of office, he or she is entitled to work as an ISG teacher.
2. The Representative of the Foundation determines the weekly number of classes conducted by him or her.
3. The Representative of the Foundation may dismiss the Managing Director of ISG before the end of the term of office, after consulting the Foundation Council.

§ 9

1. No later than three months before the end of the ISG Managing Director's term of office, the Representative of the Foundation, after consulting the Teachers' Council, decides to appoint the current Managing Director of ISG 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 Managing Director from his or her position.

§ 10

The regulations of competition for the Managing Director of ISG are to be approved by the Foundation Council.

§ 11

The Managing Director of ISG:

- 1) manages the ISG on behalf of the Foundation;
- 2) cares for the image, prestige and good reputation of ISG;
- 3) represents ISG;
- 4) creates an atmosphere of responsibility, duty, mutual respect and cooperation between employees and learners at ISG.

§ 12

The tasks of the Managing Director of ISG involve in particular:

- 1) appointing the Director of the High School, Director of the Elementary School and Director of the Preschool and determining the scope of their responsibilities and remuneration;
- 2) in accordance with the planned needs of the School, upon the request of the Director of the High School, Elementary School or Preschool, organizing competitions for the position of a School teacher;
- 3) in accordance with the current needs and budget of ISG, employing the employees of ISG and determining the scope of their duties and remuneration;
- 4) implementing the approved ISG budget;
- 5) controlling the compliance with work discipline ;
- 6) taking responsibility for the assets entrusted by the Foundation;
- 7) managing renovation and investment work on the premises of ISG.

§ 13

The Managing Director of ISG is obliged to:

- 1) prepare a project for the development of ISG, prepared after consultation with the Directors of the High School, Elementary School and Preschool and in consultation with the Representative of the Foundation;
- 2) annually, by May 15, submit the ISG organizational plan for the next year for approval to the Representative of the Foundation, prepared on the basis of the requests of the Directors of the High School, Elementary School and Preschool;
- 3) annually, by June 20, present the initial budget of ISG for the next school year for approval to the Director of the Foundation's Office, and the final budget of ISG by September 30;
- 4) annually, by October 15, submit to the Director of the Foundation Office a report on the implementation of the ISG budget for the previous financial year.

Section IV

Teachers of the International School of Gdansk

§ 14

1. Teachers who are to be employed at ISG for the first time, from the beginning of the school year, are selected through competitions organized once a year - in spring, as decided by the Managing Director of ISG in agreement with the Director of the High School, Elementary School or Preschool.
2. The decisions are made with the participation of the Competition Committee appointed by the Managing Director ISG.

§ 15

1. Teachers are employed by the Managing Director of ISG in accordance with the Labour Code, Work Regulations and Remuneration Regulations of the International School of Gdansk.
2. It is possible to employ teachers outside the competition procedure during the school year, in the event of such need.

Section V **Final provisions**

§ 16

The text of this statute is amended by the Foundation Council.

§ 17

As of October 27th, 2022, the to-date Statute of the International 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