



**SZCZECIN INTERNATIONAL SCHOOL -  
SECONDARY (DIPLOMA LEVEL)**

**BYLAWS**

**SECTION I**

**GENERAL PROVISIONS**

**§1**

1. The name of the School is the Szczecin International School – Secondary School.
2. The School uses a rectangular seal with its name, address and a telephone number.
3. The School may use an abbreviated name of SIS and has its own logo.
4. The School is a non-public institution providing secondary day courses and it has rights of a public school.
5. School type: three-years secondary school.
6. Attending Szczecin International School is subject to a fee. The detailed rules for the payment required are set out in the Teaching Contract concluded between the statutory representatives of minors and Szczecin International School. A Teaching Contract constitutes the basis for the provision of educational services by the school.
7. The School is based in Szczecin.
8. Pedagogical supervision is provided by the Regional Superintendent for the West Pomerania Region.

**SECTION II**

**OBJECTIVES AND GOALS**

**§2**

1. The School implements the following objectives and goals:
  - a. creating opportunities for acquiring knowledge and skills necessary to take an IB Examination (International Baccalaureate).
  - b. enabling graduates cautious selection of further education or profession.

- c. creating optimized conditions for students that ensure their mental, ethical and moral and physical development with due respect of their autonomy, dignity and freedom of expression and belief.
  - d. ensuring pastoral care and safety at school and during school and extra-school activities.
2. Objectives and goals of the School are implemented through:
- a. education programs based on curricula defined by the Minister of National Education, CIE (Cambridge International Examinations) and IB (International Baccalaureate),
  - b. running and extending a school library, services and information on its activity.
  - c. cooperating with universities, scientific institutions and other education establishments,
  - d. assessing, classifying and promoting students,
  - e. creating conditions for acquiring appropriate experience in social and peer interaction with special emphasis on international integration,
  - f. providing access to psychological support and pedagogical counseling for students and parents, for whom in the opinion of the School such assistance is necessary or advisable,
  - g. creating opportunities to pursue one's interests,
  - h. exercising care of students staying at school during their classes,
  - i. exercising care of students during extra-school activities, trips and camps organized by the School.

### **SECTION III**

#### **RUNNING OF THE SCHOOL**

##### **§3**

1. A body running the school is a limited liability company acting under its business name of SIS Sp. z o.o. based in Szczecin, entry to the Register of Businesses at the National Court Register of the District Court of Szczecin-Centrum, XIII Commercial Division, KRS: 0000305146.
2. Regarding all matters related to the performance of duties of the body running the School, the Chairperson of Board of SIS Sp. z o.o. or other person having a power of attorney granted by the Meeting of Shareholders of SIS Sp. z o.o. or Chairperson of Board of SIS Sp. z o.o. acts on behalf and in the name of the School.
3. Duties of SIS Sp. z o.o. include among others:
  - a. ensuring premises, organization and staff for appropriate operation of the School and life safety and health of employees and children attending the School;
  - b. maintaining financial and personal documentation;
  - c. making decisions regarding financial, staff and organization matters and assets of the School;
  - d. developing the bylaws and its amendments;
  - e. defining the level of tuition fee and other fees for learning at school according to rules referred to in 4 below,
  - f. determining the level of salaries for employees;

- g. employing pedagogical staff and other employees of the School and assigning financial awards to those employees.
4. The level of fees for education services (tuition and other fees) for a given school year is defined in the resolution of the Board running the School. The resolution on tuition fee is adopted by 30 June each school year and remains binding until 1 September of the following year.

## **SECTION IV**

### **BODIES OF THE SCHOOL AND THEIR RESPONSIBILITIES**

#### **§4**

1. Bodies of the School are:
- a. Principle,
  - b. Teachers Council,
  - c. Students Self-government, if established,
  - d. Teacher-Parent Council, if established.

#### **§5**

1. The Principle of the School is appointed and dismissed by the Meeting of Shareholders of SIS Sp. z o.o.
- a. the Principle is appointed for a term of office of five years, at the latest on the last day of a school year in which the previous term of office expires.
  - b. the Principle can only be dismissed before the expiry of the term of office in case of a gross negligence of their duties, acting to the detriment of the School or for other reasons which justify dismissal of an employee according to provisions of the Labor Law.
2. Duties of the Principle include:
- a. developing School program and organization documents,
  - b. defining the scope of duties for teachers and pedagogy employees of the School,
  - c. selecting members of pedagogy staff and applying to the body running the School to make an employment contract or other contracts;
  - d. exercising care of children and ensuring safety and work hygiene and learning, protecting against violence, addictions, demoralization and other social pathologies,
  - e. exercising pedagogy supervision over teachers and controlling other employees,
  - f. developing detailed rules of the internal assessment system and implementing it after approval of the body running the School and Teachers Council,
  - g. taking care of assets and implementing duties specified in fire and sanitary regulations,
  - h. applying to the body running the School to extend the material and technical base of the School,
  - i. implementing decrees and orders of the body running the School,
  - j. developing the School Regulations.

3. The Principle has the right to:
  - a. enroll students to the School as well as cancel them from the list of students,
  - b. apply to the body running the School for employing and dismissing employees of the School,
  - c. represent the School outside,
  - d. organize professional improvement and methodical counseling.
  
4. The Principle is answerable to the body running the School for the following:
  - a. proper implementation of programs and teaching results achieved by the School,
  - b. operation of the School according to the education law and the Bylaws,
  - c. proper care of students in the School,
  - d. proper storage and development of documentation on the process of teaching as well as registered forms and seals.

## §6

1. The Teachers Council is a collective body comprising: the Principle of the School and all teaching staff regardless scope and working time.
2. The Principle or deputy is the Chairperson of Teachers Council.
3. Meetings of the Teachers Council can be attended by invited guests having advisory voice.
4. Resolutions of the Teachers Council are adopted by simple majority of votes in the presence of at least a half of its members.
5. The Teachers Council adopts its regulations and minutes are developed of its meetings.
6. Members of the Teachers Council and other people participating in its meetings are obligated to keep confidential all matters that could be detrimental to personal good of students, parents, teachers and other employees of the School or the good name of the School.
7. Competences of the Teachers Council include:
  - a. approval of teaching results, classification and promotion of students,
  - b. adoption of resolutions on cancelling students from the list for pedagogical reasons
  - c. approval of draft regulations on teaching innovation and experiments, after prior acceptance of the body running the School.
8. The Teachers Council has the right to apply to the body running the School or other bodies of the School by filing applications concerning all matters related to the functioning of the School.

## §7

1. The School Council is a collective body consisting of at least 4 members appointed for a one year term of office. A member of the School Council is the Principle and

- a. at least one representative of teachers appointed by the Teachers Council; and
  - b. at least two representatives of parents appointed by all parents.
2. The School Council is an advisory body supporting bodies of the School.
3. Meetings of the School Council take place at least once per semester.
4. Meetings of the School Council can be attended by an invited person having an advisory voice.
5. Decisions of the School Council are made in the form of resolutions adopted by a simple majority of votes with the presence of at least a half of members of the Council.
6. The School Council develops its own regulations and minutes are developed of all meetings. Members of the Council should keep all matters discussed confidential.

## **SECTION V**

### **STUDENTS SELF-GOVERNMENT**

#### **§8**

1. The Students Self-government, further referred to as the ‘Self-government’, may operate in the School.
2. The Self-government consists of all students.
3. The structure, rules for appointing bodies of the Students Self-government and its activity are defined in the Self-government Regulations.
4. The Self-government may present to bodies of the School motions and opinions regarding all matters, in particular concerning the implementation of basic rights of students, such as:
  - a. access to the content of the curriculum,
  - b. right to explicit assessment of progress in learning and behavior,
  - c. right to organize cultural, educational and entertainment activities according to their own needs and capacity in consultation and with the consent of the Principle,
  - d. right to publish a school newsletter,
  - e. right to nominate students to awards and honorable mentions applied in the School.

## **SECTION VI**

### **SCHOOL ORGANIZATION**

#### **§9**

A binding document is the ministerial curriculum approved by the Ministry of National Education for a three-years secondary school for grade 1 and IB Program (International Baccalaureate) for grades 2 and 3.

## **§10**

1. Teaching plan for grade 1 is the valid framework ministerial program, and for grade 2 and 3 a plan resulting from the IB program.
2. Teaching is provided in English, except students who are Polish citizens learning Polish in grade 2 and 3, and in grade 1 a part of history and geography classes covering Polish history and Polish geography according to Article 7b.2 of the Education Law.
3. Physical education classes for students at IB level are organized and assessed according to the CAS program and its requirements.

## **§11**

1. A basic organizational unit of the School is a class group.
2. The School may organize class groups in which a bilingual teaching program is implemented (with English as teaching language).
3. Basic forms of education and pastoral activity School are mandatory classes.
4. It is possible to divide classes into groups. A minimum number of students in a group is 1 and maximum 10.

## **§12**

1. A school year is divided into two semesters. The first one starts on the 1st September and ends in the last week of January, and the second one starts in the first week of February and ends in the last week of June. Holidays and additional free days are defined according to separate rules. Teaching ends in the last week of June. Mid-year classification is provided in January.
2. For students of grade 3 (D3) it is possible to organize a school year separately (division into semesters) according to the IB program.
3. Activities are run in the form of classes. Maximum number of students in a class should not exceed 20 people.
4. The School may organize its activity also beyond the premises of the School.
5. Lessons are divided into blocks – 1 block takes 80 minutes.
6. Each class has its lead teacher.
7. The School provides all children with education and pastoral care from 8:20 to 15:30.
8. The School may run its activity based on incomplete structure of classes.
9. The School has its Internal Assessment System containing rules of classification and promotion of students and conducting examinations and tests based on a regulation on rules of assessing, classifying and promoting students and organizing examinations and tests. The System is an integral part of the Bylaws in the form of an appendix.
10. Education requirements and detailed assessment criteria for particular subjects are included in the Subject Assessment Systems, with which students are familiarized at the beginning of each school year by particular teachers.
11. Religion/ethics classes are organized on request of parents or students.

## SECTION VII

### RIGHTS AND OBLIGATIONS OF EMPLOYEES AND STUDENTS

#### §13

1. Teachers and other employees of the School are hired against employment contracts or other civil law contracts and dismissed according to the provisions of the labor law and the Civil Code by the body running the School represented by the Board.
2. Minimum working time of a teacher is defined by the Principle.
3. The body running the School may create additional posts of deputy principles or other jobs.
4. A teacher is obligated to perform tasks assigned by the Principle, related to the organization of the education and pastoral care.
5. Teacher's obligations include:
  - a. exercising teaching and pastoral care in classes assigned according to teacher's best will and knowledge, as well as the implementation of organizational activities,
  - b. ensuring safety for students under teacher's care during activities organized at School and other activities organized by the School,
  - c. developing teaching material plans for particular subjects,
  - d. defining assessment criteria for a given subject and familiarizing students with such criteria during the first lessons (according to Subject Assessment System), as well as informing students about education requirements related to the implemented teaching program,
  - e. soliciting knowledge and skills from students according to the program and maintaining education requirements not lower than minimum standards,
  - f. assessing students' achievements by determining the level and progress made by the student regarding skills and knowledge as compared with requirements set by the teaching program and formulating assessment,
  - g. improving professional skills,
  - h. at the beginning of a school year the lead teacher familiarizes students and parents (caretakers) with the Internal Assessment System and rules for assessing of behavior,
  - i. a month before the planned mid-year and end-year meeting of the Classification Teachers Council, all students and parents (caretakers) are informed about prospective grades (class 4-6) including not satisfactory grades in a written and electronic forms.
6. Teachers have the rights to:
  - a. developing and implementing their own teaching and pastoral care programs after prior approval of the Principle,
  - b. co-deciding about course books, teaching aids and education methods,
  - c. assessing students according to their progress and behavior and promotion and assessment rules defined by the Ministry of Education and IB
6. Teachers are responsible for:
  - a) level of teaching and pastoral care results achieved by their students (adequately to students' capabilities),
  - b) safety of their students at School and during activities organized by the School and incidents resulting from failure to comply with relevant teacher's obligations.

## §14

1. Students are enrolled based on their junior secondary school certificate, certificate 6th grade test, interview, English language test and payment of fees established by the Board of the School. Parents or legal caretakers fill a registration form and should sign a contract on financing of education.
2. A recruitment method in a given year is defined by the Principal.
3. A student may be cancelled from the students list based on a decision of the Principle and resolution of the Teachers Council in the following instances:
  - a. gross breach of school duties,
  - b. permanent incompliance with the bylaws and the school regulations,
  - c. exceptionally aggressive behavior towards employees of the School or other students (use of offensive and vulgar language, use of force against other students),
  - d. causing negative opinions about the School due to irresponsible conduct of a student (hooliganism in public places, physical and mental molestation of colleagues),
  - e. destroying School property or property of other students,
  - f. for reasons other than pedagogical ones, e.g. failure to pay fees.
- 3A. In any event of a termination of the Teaching Contract referred to in Par. 1 sec. 6 of this Statute, the Director shall make a decision about removing the student from the list of pupils.
4. Appeal procedure.

In case a student is cancelled from the lists of students for pedagogical reasons an appeal is filed with the Superintendent, whereas in case of other reasons, parents or legal caretakers appeal to the Board of SIS Sp. z o.o.
5. In case a student is cancelled for both pedagogical and non-pedagogical no annual or tuition fee is reimbursed.
6. Students have the right to:
  - a. establishing the Students Self-government,
  - b. participating in properly organized process of education and pastoral care according to mental hygiene rules,
  - c. protection and respect of their dignity, regardless education results achieved,
  - d. receiving assistance in case of difficulties, and
  - e. overt and justified assessment.
7. Students obligations include:
  - a. complying with provisions of the Bylaws,
  - b. regular and active participation in lessons and school life,
  - c. regular preparation to classes and timely delivery of written assignments and projects,
  - d. presenting a written justification of absence during classes within the term defined by the lead teacher,
  - e. properly addressing teachers and other employees of the School and other students,
  - f. complying with conditions of using cellular phones and other electronic equipment at School,
  - g. complying with the ban on bring hazardous objects to School, a list of which is attached to the contract for teaching,
  - h. complying with social rules, including proper representation of the School,
  - i. taking care of their life, health and hygiene, and
  - j. due care of School property and equipment.



## **SECTION VIII**

### **OBTAINING FUNDS FOR RUNNING THE SCHOOL**

#### **§15**

1. The School is funded from:
  - a. enrollment fees and tuition fees (if adopted),
  - b. subsidies due to the status of a public school.

## **SECTION IX**

### **FINAL PROVISIONS**

#### **§16**

Changes in the Bylaws, or decisions on liquidating the School and its kindergarten section, are made by the Board of SIS Sp. z o.o.

#### **§17**

The Bylaws becomes effective on 24<sup>th</sup> March 2017.